

# 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

Thursday, September 19, 2019 – 6:00 PM

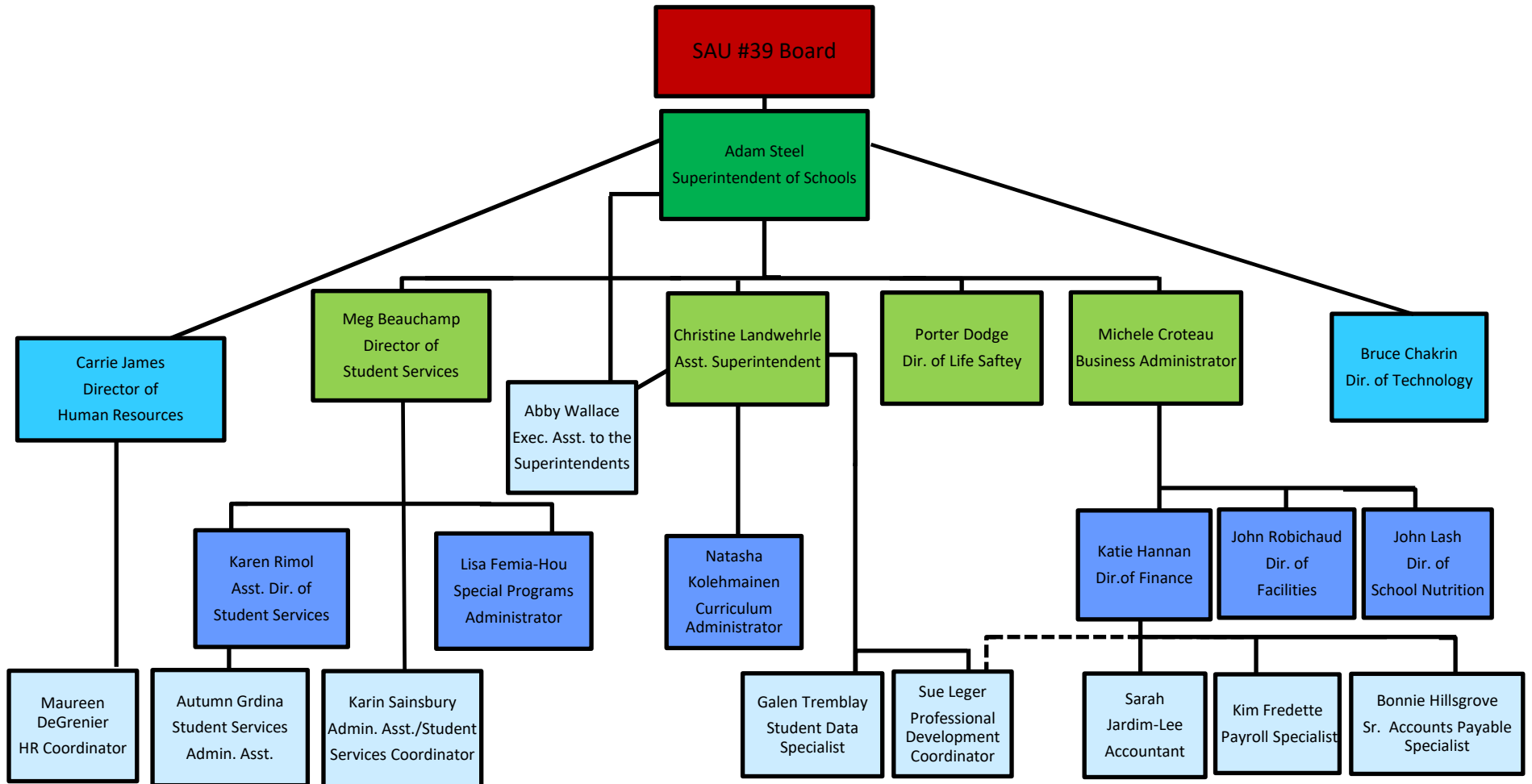
Souhegan High School  
412 Boston Post Road  
Amherst, NH 03031

Agenda Item	Time	Desired Action	Backup Materials
Call to Order	6:00 PM	<i>Chair of the SAU #39 Board, Ms. Amy Facey, to call the meeting to order.</i>	None
Public Input I of II	6:05 PM		None
Superintendent's Report	6:10 PM	<i>Mr. Steel to present his Superintendent's Report</i>	Organization Chart
Individual Board Reports	6:20 PM	<i>Board Chairs to give updates on their individual boards</i>	None
Consent Agenda- Approval	6:30 PM	<ol style="list-style-type: none"><li>1. Draft Minutes Mar 21<sup>st</sup>, 2019</li><li>2. Draft Minutes Jun 27<sup>th</sup>, 2019</li><li>3. Budget Transfer 2019 007</li><li>4. Budget Transfer 2020 001</li><li>5. Treasurer's Report May 2019</li><li>6. Treasurer's Report June 2019</li><li>7. Treasurer's Report July 2019</li><li>8. Treasurer's Report August 2019</li><li>9. Policy EEAA- Video and Audio Surveillance on school</li></ol>	<p>03 21 19 Draft Minutes 06 27 19 Draft Minutes Budget Transfer 2019 007 Budget Transfer 2020 001 Treasurer's Report May 2019 Treasurer's Report June 2019 Treasurer's Report July 2019 Treasurer's Report August 2019 Policy EEAA</p>
Policies for SAU- First Reading	6:40 PM	<i>SAU Board to review policies- BBAB/BDB, BBBH-R, BDC, BDD, BEB, BEDA, BEDB, BEDG, BGA, BGC, DKC, and GBEC/ADB.</i>	Policy Packet
Policies for SAU- Motion to move to individual boards	7:00 PM	<i>SAU Board to review and move to individual Boards- BBAB/BDB, BDC, BDD, BEDA, BEDB, BEDG, BGA, BGC, DKC, GBEC/ADB, JI, JICD, JICDD, JICH, JICK, and JIHB.</i>	Policy Packet
Strategic Vision- Update	7:20 PM	<i>Superintendent Steel to update the board on the Strategic Vision</i>	None
Public Input II of II	7:50 PM		None

Non-Public Session	7:55 PM	RSA 91-A:3, II
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Meeting Adjourned	8:00 PM	
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**2019-2020  
SAU #39 Organizational Chart**



## SAU #39 Board Meeting

Thursday, March 21<sup>st</sup>, 2019

Meeting Minutes- Not Approved

Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent, Meg Beauchamp- Director of Student Services, and Brad Freeman- Network Administrator.

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

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

Mont Vernon School Board: Sarah Lawrence- Vice Chair, Stephen O'Keefe, and Kim Roberge.

Minute Taker: Danae Marotta

SHS Student Videographer: Shannon Hargreaves

Public: Kelly Schmidt, Amherst NH

## I. Call to Order

**Ms. Amy Facey called the meeting to order at 6:10PM.**

## II. Non Public Session

**Mr. Steve Coughlan motioned to enter into Non-Public Session RSA 91 A:3 (b) and (c) at 6:11 PM. Motion was seconded by Mr. Pim Grondstra. The vote was unanimous Motion passed.**

**Ms. Facey called a Roll Call: Kuzsma- Yes, Behm- Yes, Glover- Yes, Grudzien- Yes, Gauthier- Yes, Lawrence- Yes, O'Keefe- Yes, Roberge- Yes, Manning- Yes, Grondstra-Yes, Coughlan-Yes, Facey- Yes, Chen- Yes and Taylor-Yes.**

III. Regular Session

**The Board resumed Regular Session at 6:33PM.**

**Superintendent Mr. Adam Steel placed in to nomination Ms. Michele Croteau as SAU #39 Business Administrator from July 1<sup>st</sup> 2019, with a three-year contract, through June 30th 2022 with a salary of \$115,000. Motioned by Mr. Steven O'Keefe and seconded by Mr. Steve Coughlan. Motion passed (13-0-1) Ms. Laura Taylor abstained.**

Ms. Facey mentioned that they are not going to do the Organizational Meeting tonight as there is an RSA that states that they need to wait until April 1<sup>st</sup>. She then asked for introductions as there are new members on the Board.

## IV. Boards' Updates

34 Souhegan Cooperative School Board

35 Chair, of the SCSB, Mr. Jim Manning remarked that the SCSD Budget passed. He then added  
36 that he asked Superintendent Steel to start the open the conversation on the FY 21 Budget and  
37 look at a 5% reduction, which is \$905,000. It is to start the conversation.

38 Ms. Roberge asked if that was a Board request or a Chair request.

39 Mr. Manning replied, Chair request.

40 The Board thanked Mr. Manning.

41 Amherst School Board

42 Chair, Ms. Elizabeth Kuzsma, discussed that they had their Organizational Meeting. Their  
43 Budget and Warrant Articles all failed with the exception of the Special Education funding. The  
44 Board has a big year ahead.

45 The Board thanked Ms. Kuzsma.

46 Mont Vernon School Board

47 Vice Chair, Ms. Sarah Lawrence, discussed that their Budget passed and there is a good overall  
48 feeling in Mont Vernon. They did not have their Organizational Meeting yet and are looking for  
49 an additional Board member, which is posted on the SAU 39 website.

50 The Board thanked Ms. Lawrence.

51 Ms. Facey added that she is on the Board for the NHSBA (New Hampshire School Board  
52 Association) and will set it up through Superintendent Steel's Office to get them some Board  
53 Member Training.

54 V. Public Input

55 No Public Comment

56 VI. Superintendent's Report

57 Strategic Planning

58 Superintendent Steel added that they will be meeting next week, March 27<sup>th</sup> at AMS. They will  
59 be reviewing the Current State Analysis and Portrait of a Graduate (that's been refined). It will  
60 be an important meeting.

61 Data Dashboard Project

62 They have a consultant working with them to help them build a Data Dashboard. The community  
63 will be able to see enrollment trends, State wide tests, NWEA results, attendance data, etc.  
64 Assistant Superintendent, Ms. Christine Landwehrle, has taken the lead on this project and they  
65 will have a few prototypes for the Board soon. A tremendous amount of data has already been  
66 collected. For the long term, they see using this for individual learning plans.

67 Ms. Facey asked for the definition of OKR.

68 Superintendent Steel replied Objectives and Key Results, for making sure that they are moving  
 69 in the right direction. He then referenced the book, "*Measure What Matters*", by John Doerr. He  
 70 encouraged the Board to read the book to get a better understanding and will be happy to provide  
 71 them with a copy.

## 72 Enrollment Projections

73 He then discussed that Amherst Community Member, Mr. Steve Frades, has been working on  
 74 developing enrollment projections for all three districts. He has met with him several times and  
 75 has done really great work. He then reviewed his data noting that it is based on a lot of different  
 76 information.

77 Mr. Gauthier asked if he can use his formula to back test.

78 Mr. Chen added replied, it is how he came up with this data.

79 Ms. Roberge remarked that they cannot have just 8 enrollments at the MVVS with over 24  
 80 homes in construction.

81 Superintendent Steel then asked if it would be helpful to have Mr. Frades come to a Board  
 82 meeting.

83 The Board replied, yes.

## 84 SAU Consolidation Sub-Committee

85 He added that they will be meeting twice monthly from now through October. Ms. Sarah  
 86 Lawrence was elected Chair. The Committee wanted to have legal counsel along the way. He  
 87 has contacted Law Firm, Wadeleigh, Starr and Peters, Manchester, NH, and specifically, Mr.  
 88 Dean Eggert. Their goal is to make recommendations to the SAU Board October the latest, to  
 89 make it to the March 2020 ballot.

90 To be clear, there are 6 things that will need to happen or else the consolidation process will stop.  
 91 That is the 3 Boards, Amherst, Mont Vernon and Souhegan, approving to place a warrant on the  
 92 ballot and then those three warrants passing by the voters.

93 They are public meetings with minutes and agendas posted on their website.

94 Mr. Gauthier asked if everything passes, when will it be effective.

95 Mr. Steel replied, most likely July 1<sup>st</sup> of 2021, with enough time for a full budget cycle.

96 Ms. Kuzsma asked if they are planning on going to the State first.

97 Mr. Steel replied that consolidating requires DOE approval and that step will be a part of the sub  
 98 committee's discussions.

99 Mr. Glover remarked that he would like to reconfirm the members, scope and purpose. They  
 100 have new members and he would like to know what they think on the whole consolidation  
 101 question.

102 Ms. Roberge added that although she is leaving the Board, does not believe that MV will change  
103 their minds on keeping the MVVS as their elementary school.

104 Mr. Steel clarified that a couple of months ago the SAU Board officially commissioned this sub-  
105 committee to look at consolidation and to discuss and work out all of the details.

106 Mr. Glover added that it doesn't have to happen right here or right now but would like to know  
107 what the new board members think.

108 Ms. Facey added that she is thinking that the new board members need a little background  
109 information.

110 Mr. Steel then gave the new members an overview.

111 Mr. Gauthier asked what are the cost savings for consolidating.

112 Superintendent Steel added that it is not really about cost savings, there may be some efficiencies  
113 and a possibility to share services. It is about the educational flexibility and benefit for the  
114 students.

115 Ms. Grudzien asked if "consolidation" is the right word, because you will still have three  
116 districts under the SAU. It is a little deceiving.

117 Ms. Taylor asked if they cannot share services without consolidating.

118 Mr. Steel gave an example for Ms. Taylor.

#### 119 School Start Times

120 He then explained that this is an internal committee of the Superintendent with SHS Athletic  
121 Director, Mr. Dan Wyborne as the Chair. The Committee will meet between now and October  
122 with final plan presented in time for budgeting process.

#### 123 School Board Meeting Calendar

124 He showed the Board a calendar with the next 16 months planned out.

125 Ms. Kuzsma asked why are they not meeting in April.

126 Ms. Facey suggested a meeting in early May.

127 The Board thanked Superintendent Steel for all the updates.

#### 128 VII. Consent Agenda

129 **Mr. Stephen O'Keefe motioned to accept the Consent Agenda items 1. Draft Minutes of**  
130 **January 24, 2019, 2. Approve FY 19 Q3 Consolidated Board Report, 4. Approve SAU**  
131 **Budget Transfer#1 and 5. Approve SAU Budget Transfer #2. Mr. Pim Grondstra seconded**  
132 **the motion. The vote was unanimous, motion passed.**

#### 133 VIII. Superintendent Evaluation

134 Ms. Facey discussed that they are looking to redo their Superintendent Evaluation Tool. They  
135 used it for the first time with Superintendent Steel and had some challenges. Instead of assigning  
136 a separate subcommittee, she mentioned it to the Policy Committee and through the NHSBA  
137 meeting, she found that the school board of the year had a great rubric that was user friendly. She  
138 then asked the Board if they had any objections with having the Policy Committee handle it.

139 There were no Board objections from the Board.

140 The Board thanked Ms. Facey.

#### 141 IX. Data and Security Update

142 Assistant Superintendent, Ms. Christine Landwehrle discussed that a new law was passed around  
143 privacy and data security. They did receive a preliminary report from the ATOM Group,  
144 (Portsmouth NH) to find gaps and issues that they need to resolve. They are looking on how they  
145 might be able to develop different procedures to address those identified gaps.

146 The ATOM Group was onsite yesterday doing a Vulnerability Assessment and that will be the  
147 next part of the report that they receive from them.

148 Next, Director of Technology, Mr. Bruce Chakrin and Network Administrator, Mr. Greg  
149 Rodriguez are working on a Data Governance Plan.

150 Lastly, they have to do an inventory of all of their student software programs. They are  
151 subscribing to Education Frameworks and teachers have been working on getting a list together  
152 of the educational programs that they are using. There are a lot of free programs out there that  
153 teachers use and they needed to make sure that they got information from everyone across the  
154 SAU.

155 Ms. Behm asked about new program/software approval for teachers.

156 Ms. Landwehrle replied that they are not sure at this time, but they want to make sure that it is  
157 not interfering with what teachers need to do. They are thinking of making it like a traffic light,  
158 Green for good, and so on.

159 Ms. Taylor asked what is the end goal.

160 Ms. Landwehrle replied security and keeping data intact.

161 Mr. O'Keefe asked about the potential cost of all of these changes.

162 Mr. Steel mentioned they did have savings with not having a BA for 9 months.

163 Ms. Landwehrle replied that she will bring more information about costs at the next meeting.

164 Mr. Glover asked what if a teacher brings up a good resource that is not on highly rated on  
165 Education Frameworks.

166 Ms. Landwehrle replied that there might be other software that is similar that has greater  
167 security.

168 Ms. Taylor asked if this will monitor the commercials that are being shown to the students.



169 Ms. Landwehrle replied that this is not filtering software.

170 Ms. Taylor added that some of the programs that the students are required to use show them  
171 commercials before they can use them.

172 Mr. Chen asked about the data policies.

173 Ms. Landwehrle replied that she is not going to share some of the audit details in public.

174 The Board thanked Ms. Landwehrle adding that it is a big job.

175 X. Public Input

176 Ms. Kelly Schmidt, Amherst NH, applauded the work on data security noting that it is an  
177 emerging field and hard to find employees in that field.

178 Ms. Facey thanked Ms. Schmidt for her comments.

179 Ms. Lawrence added that with Technology Teacher, Mr. John Ranta, it is part of the curriculum.

180 Ms. Schmidt asked if they are doing a phishing campaign along with the penetration tests.

181 Ms. Landwehrle added that they have been working on it and will never ask for their password or  
182 other sensitive information.

183 Ms. Kuzsma asked if she can send out that information for the Board.

184 Ms. Landwehrle replied, yes.

185 The Board thanked Ms. Landwehrle.

186 XI. Non-Public Session

187 **Mr. John Glover motioned to enter into Non-Public Session RSA 91 A:3 (c) at 7:35 PM.**

188 **Motion was seconded by Mr. Pim Grondstra. The vote was unanimous Motion passed.**

189 **Ms. Facey called a Roll Call: Kuzsma- Yes, Behm- Yes, Glover- Yes, Grudzien- Yes,**  
190 **Gauthier- Yes, Lawrence- Yes, O'Keefe- Yes, Roberge- Yes, Manning- Yes, Grondstra-Yes,**  
191 **Coughlan-Yes, Facey- Yes, Chen- Yes and Taylor-Yes.**

192 XII. Meeting Adjourned

**Consent Agenda Item #2**

SAU #39 Board Meeting

Thursday, June 27<sup>th</sup> 2019

Meeting Minutes- Not Approved

**Attendees:**

Administrative Team: Adam Steel- Superintendent, and Christine Landwehrle- Assistant Superintendent.

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

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

Mont Vernon School Board: Sarah Lawrence- Chair, Peter Eckhoff- Vice-Chair and Stephen O'Keefe.

Board Minutes: Danae Marotta

Public: Peggy Silva, Amherst NH, Kelly Schmidt, Amherst NH, Shannon Gascoyne, Amherst NH, Ava Beaulieu, Amherst NH.

**I. Call to Order**

**Chair of the SAU #39 Board, Ms. Amy Facey, called the meeting to order at 6:02PM.**

Ms. Facey added that the reason why they are in this location is that it is a central location for families from MV. She then asked if Board Members were comfortable with their meeting being filmed and then put online.

Mr. Coughlan commented that it is the Law and is in support of the meeting filmed and put on online.

Ms. Facey added that they are now being recorded.

**II. Public Input**

No Public Comment

**III. Individual Board Updates****Mont Vernon Village School**

Chair of the MVVSB, Ms. Sarah Lawrence, noted that they had a great last meeting, with some test scores, and end of school year initiatives. All is going well.

Mr. O'Keefe explained that they had tried to implement a morning fruit program and it was a little challenging with the execution. The kids loved it although, they are trying to do it more efficiently.

The Board thanked Ms. Lawrence.

34 Amherst School Board

35 Chair of the ASB, Ms. Elizabeth Kuzsma, remarked that next year the 3<sup>rd</sup> and 4<sup>th</sup> will be using  
36 PACE and they are taking a year off of PACE assessment at AMS.

37 Also, at the meeting just before this they realized that they will be returning almost \$78,000 back  
38 to the taxpayers.

39 The Board thanked Ms. Kuzsma.

40 Souhegan Cooperative

41 Mr. Chen remarked that they will be returning \$600,000.

42 Superintendent. Mr. Adam Steel, replied that it is mostly due to special education.

43 The Board thanked Mr. Chen.

44 IV. Committee Updates

45 Ms. Lawrence remarked that they had their last SAU #39 Reconfiguration Sub-Committee  
46 meeting June 13<sup>th</sup> and addressed some potential labor issues. They have some work to do over  
47 the summer with the new BA starting in looking at potential financial scenarios.

48 Ms. Facey asked the Board if they had any questions.

49 There were no questions and the Board thanked Ms. Lawrence.

50 V. Superintendent's Report

51 School Start Time Sub Committee

52 Superintendent Steel asked Ms. Behm if she would like to update the Board regarding the later  
53 start time subcommittee.

54 Ms. Behm remarked that they have been meeting with Butler Bus Company regarding  
55 efficiencies in bus routes. They also have been talking to other school districts and noted that  
56 although change is difficult, at the end of the day no one wants to change back. They are also  
57 looking for lessons learned.

58 They are also talking to sports clubs and doing Master Schedule work in all of the districts. She  
59 then explained that they are trying to find a way to help in the short term and with the initial  
60 change.

61 Mr. Glover asked about the extra time after school.

62 Ms. Behm replied that most of the fields that they are using do not have lights. She then  
63 explained that they are taking everything into consideration. They are trying to get efficiencies  
64 and do things that make sense. They do not want to have to learn everything the hard way.

65 Ms. Kuzsma added that they are also talking to the after care programs. They have come up with  
66 a list that is pretty exhaustive.

67 Mr. Glover asked if they had spoken to local Martial Arts businesses, etc.

68 Ms. Behm replied that they are not there at this point but are getting there.

69 Ms. Facey asked about the 45-minute time frame at Souhegan with either extra help or  
70 participation in clubs. It is important to Souhegan's Culture.

71 Ms. Kuzsma remarked that it is definitely discussed at every meeting that they have.

72 Ms. Behm noted that they are looking at addressing all students and they want to make sure that  
73 all kids have access to that. It would be some of the time and they are trying to be creative.

74 Personnel Changes at the SAU

75 Mr. Steel remarked that the Data Coordinator Position, to control the Empower system and Data  
76 Dashboard, had been posted and Ms. Galen Tremblay has accepted the position and starting on  
77 Monday.

78 Ms. Michelle Croteau, their new Business Administrator, will also be starting Monday. She was  
79 hired months ago.

80 They also reconfigured the HR Department, in that there will be two fully dedicated positions.

81 Ms. Karen Rimol will be moving to the ASD and Dr. Lisa Femia Hou will be moving to the  
82 SAU.

83 They are also in the process of hiring a new Executive Assistant, a position open since April, and  
84 will be speaking to a candidate next week.

85 Ms. Grudzien asked for clarification on Ms. Karen Rimol's position.

86 Superintendent Steel explained that she is currently the SAU-wide Assistant Director of Special  
87 Education and Dr. Femia-Hou is the Director of Special Programs in Amherst.

88 Mr. Coughlan asked if the Data Coordinator Position will remain half time.

89 Mr. Steel replied, yes, it is half time.

90 Ms. Facey asked if the new EA could create a new org chart with the updated changes.

91 Superintendent Steel replied, yes, they can definitely do that.

92 Mr. Glover asked about shift in the Policy Season.

93 Mr. Steel explained decided that the Policy Committee decided to shift their work for over the  
94 summer. They will be asking the SAU Board in March of 2020 to identify all the policies to  
95 review in that season. There is a 6-year rotation of all policies, some policies that are reviewed  
96 every year, and anytime a board member can always request policies to be reviewed.

97 Mr. Glover, Policy Committee Member, added that they have a full day scheduled for the Policy  
98 Committee next month and the concept is to come up with an idea for a theme for next year. He  
99 is thinking it is wrapped around Strategic Plan with policies that may be tied into that and be  
100 reviewed for better implementation.

101 VI. Consent Agenda

102 Mr. O’Keefe asked for clarification on the policies in the Consent Agenda.

103 Mr. Glover asked about an approval date in the Heading.

104 He then discussed that it is a liability control issue.

105 Mr. Chen asked about the process.

106 Mr. Glover explained the policy adoption process.

107 Mr. Chen asked when does adoption occur for Souhegan.

108 Ms. Facey remarked that there is some confusion there can be policies for all three districts and  
109 then the SAU.

110 Assistant Superintendent, Ms. Christine Landwehrle remarked this is for the SAU Organization.

111 Ms. Facey suggested that it should state “SAU Board” Policy.

112 Mr. Glover noted that they are collecting all the ones that apply to the SAU and updating them to  
113 the individual Boards as well as applying them to the SAU.

114 **Mr. Steve Coughlan motioned to adopt the Consent Agenda items 1. Draft Minutes of May**  
115 **23, 2019, 2. SAU Budget Transfer 2019 006, and 3. Policies from May 2019 SAU Meeting-**  
116 **Policy Packet DBF, DBI, DBJ, EHB, EHB- R and KE/KEB. Ms. Elizabeth Kuzsma**  
117 **seconded the motion. The vote was unanimous, motion passed.**

118 VII. Data and Security Plan- Approval

119 Ms. Landwehrle noted that Technology Director Mr. Bruce Chakrin, is vacation and available by  
120 phone. He was at the last meeting and can answer more questions.

121 Mr. Chen asked about the template.

122 Superintendent Steel replied that this was in response to HB1612- relating to Data Security in  
123 Schools. They hired the ATOM Group [www.atomgroup.com](http://www.atomgroup.com) to help them develop this plan.

124 Ms. Landwehrle noted that the pieces are based on the HB requirements.

125 Ms. Taylor asked about Confidential Data Information and remarked that it is a little broad.

126 Ms. Landwehrle added that this is related to student data and making sure that their systems are  
127 secure.

128 Mr. Steel then referenced the page containing Personally Identifiable Information.

129 Ms. Taylor added that a name is a broad definition of confidentiality. She then asked if this  
130 format/ definition and structure is defined by law.

131 Mr. Steel replied that their policies are cross referenced with State Law.

132 Ms. Taylor commented that she takes confidential information seriously.

133 Mr. Chen asked if Mr. Chakrin had this reviewed by security specialists.  
 134 Superintendent Steel replied that the Atom Group has worked with a number of schools.  
 135 Mr. Glover asked Ms. Taylor to clarify what her concerns are and to give specific examples.  
 136 Mr. Taylor replied, the names of students and the names of staff.  
 137 Superintendent Steel then gave an example for Ms. Taylor.  
 138 Mr. Coughlan remarked that the idea is to separate the names of the students from data about the  
 139 students.  
 140 Ms. Facey noted that this policy needs to be approved before June 30<sup>th</sup> and Administration can  
 141 continue to further revise. If you have any questions they would be happy to answer them.  
 142 **Mr. Steven O’Keefe motioned to adopt the Data and Security Plan. Ms. Terri Behm**  
 143 **seconded the motion. 12 in Favor 1 abstention. Motion passed. Ms. Laura Taylor**  
 144 **abstained.**

145 VIII. NWEA Insights Report

146 Ms. Landwehrle noted that she has a few highlights to share. She then explained that this is their  
 147 Fall 2017 to Fall 2018 results. These are Kindergarten students to 10<sup>th</sup> grade in Amherst, Mont  
 148 Vernon and Souhegan.  
 149 She then explained that District median growth is in the 54th percentile.  
 150 Ms. Facey asked Ms. Landwehrle to explain why growth is important.  
 151 Ms. Landwehrle replied that the NWEA is a normed referenced test vs a criterion based test.  
 152 There are about 10 million students that take this international test. She then explained the that  
 153 the Fall 2017 achievement scores show a larger proportion of students in the top quartile than  
 154 national norms.  
 155 Mr. Glover asked about the National Norms.  
 156 Ms. Landwehrle replied that the norming population is an international group.  
 157 Ms. Taylor asked about the 6% that are below average.  
 158 Ms. Landwehrle replied that it could be due to a variety of reasons.  
 159 She then reviewed Growth by Quartile. Lowest-quartile students grew substantially faster than  
 160 top-three-quartiles students from fall to fall.  
 161 Mr. Chen asked if they have to reconcile growth, balance the two and report out.  
 162 Ms. Landwehrle noted that the parents see a bar chart of their student with the District growth.  
 163 Ms. Grudzien asked about the 3<sup>rd</sup> and 6<sup>th</sup> grade and scoring.  
 164 Ms. Landwehrle explained that they have looked at realigning 3<sup>rd</sup> grade and they had concerns  
 165 with pacing in the 2<sup>nd</sup> grade.

166 Mr. Chen asked if they are going away from heterogeneous groupings.

167 Ms. Landwehrle replied that they have a curriculum and scope and sequence.

168 Mr. Chen commented that it makes sense to keep the grouping with math together.

169 Ms. Landwehrle discussed that math is not just one track that they are on and research does not  
170 support breaking them up.

171 Ms. Taylor asked about the status.

172 Ms. Landwehrle replied that is their achievement levels, looking at each grade level and what  
173 percentile.

174 Ms. Facey asked the Board if there were other questions.

175 The Board had no further questions and thanked Ms. Landwehrle.

176 IX. Strategic Plan Approval

177 Superintendent Steel remarked that this is meant to be the launching point for the Board and not  
178 a final document. They have to set the direction.

179 He then reviewed the history reminding the Board that there were 5 Pillars.

180 He added that he spent some time building the Pyramid and surveying the Board.

181 They hired Battelle for Kids they provided them with a Current State Analysis. He wants to  
182 highlight that they are open to innovation. He then explained the Souhegan model.

183 He then showed the Board and public how school has changed over the years.

184 He noted that the world has changed with the three waves of globalization. The waves of  
185 innovation have shortened due to technology and Industry has completely changed.

186 He then discussed the Strategic Plan and noted the Core Beliefs. Every student deserves a unique  
187 roadmap to success, a challenge, an anchoring adult, and an affordable next step.

188 He then reviewed the required outcomes with 70% of students reaching growth targets, our  
189 school system routinely tanks in the top 5 of achievement testing, 70% of voters support our  
190 budget and initiatives, our value must out pace our peers, and 85% of students have their next  
191 step available to them.

192 Superintendent Steel remarked that our students solve the world's problems. He then gave an  
193 example from a Souhegan Graduate.

194 He then showed the graphic of a SAU #39 Portrait of a Graduate, this is with community  
195 involvement.

196 He then noted the 4 areas of focus:

- Student Success: We will provide every student an exceptional education grounded in high expectations and tailored to meet individual needs, interests, and passions ensuring future opportunities.
- Culture & Connections: We will cultivate our vision of respect, trust, and courage that ensures a culture of safety and promotes meaningful relationships which will inspire each learner to thrive.
- Community: We will increase sustainable partnerships, both within our schools and our larger communities, to strengthen relationships and provide meaningful learning opportunities for all.
- Learning Environment: We will improve our learning environment to maximize educational opportunities and increase the efficiency and use of our facilities. (the following ideas may need to be sequenced as part of a coherent plan).

He then reviewed the Key Strategies:

- Every student will have an individualized learning plan in place by August, 2024
- Half of the class of 2026 will graduate high school with two years' worth of college credits
- By FY22, four-year advisory systems will be in place in each school
- Students at both ends of the achievement span will access specialized interventions/programming by FY23.

He then reviewed the Key Components:

- Assessments
- Identified Barriers to Learning
- Personal Goal Statements (Outcome hopes & dreams)
- Quantifiable guideposts
- Specific Goals in Multiple Domains (academic, social/emotional/physical)
- Interventions
- Non-Academic Real-World Certification Option (pilot's license)
- Communication Plan
- Parent engagement plan including summer options

Mr. Steel explained the Strategies and Resources, MTSS, Data Dashboard, Advisor as an anchoring adult, and flexible scheduling.

A Longitudinal advisory system is for each student to have an anchoring adult.

He then explained the Leap Forward Opportunity and the key components including a key partnership with a higher-ed partner, Student Success Plans open pathways to high school credits, flexible schedules provide key acceleration where needed, standards-based reporting legitimizes student pace, 50% of our students leave with 2 years of college credit.

He then reviewed the Key Measures: % of students who achieve goals in their plans, voter support each March, Growth Targets achieved as a system, they need to balance with State-wide rankings on high stakes tests, and finally, qualitative rankings by our key constituents.



236 If they are doing everything right, these secondary measures should improve: graduation rates,  
 237 home values, enrollment, student/parent satisfaction with next step options, student attendance  
 238 rates, and cost relative to peers.

239 He then reviewed what needs to be in place for their success starting with a fully articulated  
 240 curriculum, standards based reporting system, effective administrative team, constant teacher  
 241 feedback, appropriate school year calendar with start times, school board support, community  
 242 support and higher ed partner.

243 Leveraging Technologies: OKR as a management structure, Data Dashboard, etc. These are a lot  
 244 of important internal systems that they use.

245 He then reviewed the Action Plan, starting with Communication, produce an online video series,  
 246 and meeting with community members. The time that people are the most engaged is during  
 247 February.

248 They will be building different individual level plans and their budget development needs to be  
 249 reflective of strong priorities.

250 Mr. Glover asked what is he asking from the Board for tonight.

251 Superintendent Steel replied that he would have preferred more time to get community support.

252 Ideally, if they have major issues to identify them now, and adopt the strategic plan. There will  
 253 be several opportunities for Board and Community engagement and involvement. He is looking  
 254 for a sense in that this is the general direction of where they need to go.

255 Ms. Facey remarked that it was important to do some heavy lifting and get this SAU wide plan  
 256 adopted. Each building will have their own mini strategic plan. It makes more sense to have the  
 257 teachers, staff, parents and community members engaged. She then applauded Superintendent  
 258 Steel for having such high goals for their district.

259 Ms. Grudzien commented that as a parent, she sees inconsistency from building to building. She  
 260 then suggested that the core values remain the same from school to school. Next, she asked Mr.  
 261 Steel about the feedback he received from the Board. Last, she commented that the mental health  
 262 piece and the Whole Child.

263 Mr. Chen asked about building a combined budget for the whole SAU, it is doable.

264 Mr. Steel thanked Mr. Chen for his comments and that it makes sense to look at it as a whole  
 265 system.

266 Ms. Taylor noted that she sent Superintendent Steel feedback and information regarding Social  
 267 and Emotional Learning.

268 Mr. Steel thanked Ms. Taylor.

269 Ms. Behm remarked that the individual plan gives that opportunity for each student and it is  
 270 worthy of a goal to have. Giving that opportunity to all kids and to say that every child is their  
 271 own success story. She Project Safeguard was a wonderful experience and they are looking at  
 272 whole students.

273 Ms. Grudzien asked about the 2-Year college credit. She is concerned about the maturity and  
 274 level of classes.

275 Mr. Steel replied that the higher ed partner they are working with and still want the 4-year  
 276 college experience in some form.

277 Ms. Grudzien then suggested that it be part of an Individualized Learning Plan.

278 Mr. Glover noted that this is just half and they can have community partnerships with businesses.

279 Ms. Grudzien noted that there are a lot of expectations and mindful of the larger issues with  
 280 mental health.

281 Ms. Facey added that this is for students that because of cost are going to NCC, taking their  
 282 general ed classes and then transferring.

283 Superintendent Steel remarked that they are not giving enough challenge to their students.

284 Mr. Manning noted that they have to build the strategy on that. They need to boil down what  
 285 they are trying to do in 3 minutes or less. They have to have that clarity. He then gave his support  
 286 with Superintendent Steel's presentation.

287 Ms. Kuzsma remarked this should lessen anxiety and the students will have support.

288 Ms. Taylor asked if teachers are going to have time for interaction.

289 Ms. Facey replied that is a good point and there will be an anchoring adult.

290 Ms. Lawrence asked about the students that are not self-directed learners and she is not hearing  
 291 anything about a safety net.

292 Mr. Steel commented on the Advisory Program and shared his experience of being an Advisor.

293 Ms. Lawrence remarked that teachers are doing a lot already.

294 Discussion ensued.

295 Mr. Glover remarked that the foundational cornerstones of this plan are already in place. They  
 296 have been building this for 10 years.

297 Mr. Manning remarked that this is much more challenging than what they are prepared for. He  
 298 added that he sees it as a major investment in people. That is why he asked what are they not  
 299 going to do. It is a major strategic detail. He gave his great support but it will be a lift and they  
 300 need to be ready for it.

301 Discussion ensued.

302 Mr. Manning gave his support; they should commit to it but it will not be easy. They have to be  
 303 focused and they have to decide what not to do.

304 Ms. Facey added that a lot of the work will have to be done at the individual districts.

305 Ms. Peggy Silva, Amherst NH suggested that the teachers get together to discuss what the high  
 306 school wanted to be. She added that she is in support for Superintendent Steel's presentation.  
 307 Second, she is concerned with the high pressure in students. She has a caution about the students  
 308 doing more and are doing so much already. She added that she is excited about it.

309 Ms. Kelly Schmidt commented that she is proud that they are talking about Advisory. Whatever  
 310 system that you put in place needs to be flexible enough with the student. She then added that it  
 311 deserves training as well. She does not want it to be a stamped on position.

312 Superintendent Steel thanked them for their feedback and discussed the different roles of the  
 313 teacher.

314 Ms. Shannon Gascoyne, Amherst NH, gave her support. She then added that they do need a  
 315 Strategic Plan and it is critical. How it looks at each school will be different and she has concerns  
 316 with community buy-in. How you roll it out, when you roll it out is important. She then added  
 317 that they have aging physical infrastructures.

318 Ms. Ava Beaulieu, Amherst NH, remarked that Superintendent Steel articulated a vision for the  
 319 future and it makes a whole lot of sense. Without clear articulation it might get trampled and they  
 320 need to have a really compelling story. This is amazing and there is huge potential here.

321 Mr. Steel remarked that he is curious about action and emphasized transparency.

322 Ms. Beaulieu replied that it requires more communication and it's an amazing vision. She then  
 323 commented that a Strategic Vision is part of a Strategic Plan and she is very excited about it.

324 Ms. Facey asked if they Board was comfortable with calling it a Strategic Vision and the  
 325 Administration coming back to the Board with next steps.

326 Ms. Behm remarked that the language matters a lot. She then noted that she became more  
 327 involved she would like to commit to and it will take time to work out the logistics. They want it  
 328 to be a cohesive experience.

329 Ms. Facey added that this has been a great discussion and thanked the community for their  
 330 feedback.

331 Mr. O'Keefe added that he would feel more comfortable with an addition of mental health  
 332 concerns.

333 **Mr. Steven O'Keefe motioned to approve the presentation as a Strategic Vision of the SAU**  
 334 **#39, with the inclusion of mental health concerns. Ms. Ellen Grudzien seconded the motion.**  
 335 **The vote was unanimous, motion passed.**

336 Mr. Glover asked if the motion should include future acts and if future agendas should have  
 337 strategic vision updates.

338 Mr. O'Keefe added that they are not there yet but are getting there. They need to have  
 339 momentum.

340 Superintendent Steel replied that they will continue to work on making it a reality.

341 Ms. Facey noted that she always asks for a Strategic Planning Updates.

342 X. Public Comment

343 *Included in general discussion.*

344 XI. Non-Public Session

345 None

346 XII. Meeting Adjourned

347 **Mr. John Glover motioned to adjourn the meeting at 9:05 PM. Ms. Ellen Gruzdien**  
348 **seconded the motion. The vote was unanimous, motion passed.**

Consent Agenda Item #3

SCHOOL ADMINISTRATIVE UNIT #39  
SCHOOL BOARD APPROVED - BUDGET TRANSFER REQUEST

REQUEST FOR BUDGET TRANSFER NO.: 2019 007

DATE: 6/30/2019

TRANSFER FROM:

Account Number	Description	Current Approp.	Transfer Amount	Projected Yr. End Exp.
10.2600.423.00.000000	CONTRACTED CLEANING SERVICE	\$12,000	(\$3,880)	\$1,055

TRANSFER TO:

Account Number	Description	Current Approp.	Transfer Amount	Projected Yr. End Exp.
10.2312.115.00.000000	MINUTETAKER SALARY	\$0.00	\$3,600.00	\$3,600
10.2312.220.00.000000	SOCIAL SECURITY	\$0.00	\$225.00	\$225
10.2312.221.00.000000	MEDICARE	\$0.00	\$55.00	\$55

TOTAL TRANSFERRED FROM: (\$3,880)

TOTAL TRANSFERRED TO: \$3,880

JUSTIFICATION:

SAU Board meeting agenda packet and minutes.

Dir. of Finance 30-Jun-19  
REQUESTOR: DIRECTOR/DATE

APPROVED BY SAU #39 SCHOOL BOARD ON

Adam Steel, Superintendent

**SCHOOL ADMINISTRATIVE UNIT #39  
SCHOOL BOARD APPROVED - BUDGET TRANSFER REQUEST**

**Consent Agenda Item #4**

REQUEST FOR BUDGET TRANSFER NO.:

2020 001

DATE:

9/5/2019

TRANSFER FROM:

TRANSFER TO:

Account Number	Description	Current Approp.	Transfer Amount	Projected Yr. End Exp.	Account Number	Description	Current Approp.	Transfer Amount	Projected Yr. End Exp.
10.1210.111.00.000000	SPECIAL EDUCATION- ADMIN SALARIES	\$193,500	(\$30,000)	\$162,050	10.2321.111.00.000000	SUPERINTENDENT	\$135,000	\$8,100	\$143,100
10.1210.211.00.000000	HEALTH INSURANCE	\$46,714	(\$20,000)	\$22,870	10.2321.211.00.000000	HEALTH INSURANCE	\$93,308	\$13,500	\$106,808
10.2500.113.00.000000	PAYROLL & BENEFIT SALARIES	\$107,000	(\$30,000)	\$60,000	10.2321.113.00.000000	CURRICULUM & PD- ADMINISTRATOR SALARIES	\$115,000	\$80,000	\$195,000
10.2500.211.00.000000	HEALTH INSURANCE	\$150,061	(\$40,000)	\$95,325	10.2841.115.00.000000	DATA MANAGER	\$22,937	\$14,400	\$37,337
					10.2841.233.00.000000	403B/457 INVESTMENT MATCH	\$5,779	\$1,900	\$7,679
					10.2600.111.00.000000	Director of Buildings and Grounds	\$77,000	\$1,600	\$78,600
					10.2600.231.00.000000	NH RETIREMENT	\$8,601	\$500	\$9,101

TOTAL TRANSFERRED FROM:

(\$120,000)

TOTAL TRANSFERRED TO:

\$120,000

JUSTIFICATION:

Reclassify salary and benefit budget to actual contracted positions and benefit elections.

Dir. of Finance

5-Sep-19

REQUESTOR: DIRECTOR/DATE

APPROVED BY SAU #39 SCHOOL BOARD ON

Michele Croteau, Business Administrator

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

Consent Agenda Item #5

## May-2019

School Administrative Unit #39		
Town of Amherst, NH		
Monthly Report of the Treasurer		
as of 5/31/2019		
Cash on hand	5/1/2019	\$402,288.98
Deposits		\$114,820.37
AP-PR		(\$287,665.39)
Balance on hand	5/31/2019	\$229,443.96

Filename: 2019-05-SAU39 Treasurer Report.xlsx  
Month 5/1/2019

**SAU#39**  
**Monthly Reconciliation Report**  
**Combined Accounts**

<b>May-19</b>	<b>Peoples United</b>	<b>Peoples United</b>	<b>TOTAL</b>
	<b>*1191</b>	<b>*760</b>	
	<b>Cash Management</b>	<b>Municipal Checking</b>	
<b>5/31/2019</b>	<b>\$307,067.46</b>	<b>\$10,000.00</b>	<b>\$317,067.46</b>
<b>Deposits in Transit: (add)</b>			
<b>Outstanding Checks: (subtract)</b>			
<b>a) Accounts Payable</b>		<b>\$(30,356.28)</b>	
<b>b) Payroll</b>		<b>\$(57,267.22)</b>	
<b>c) Payroll Direct Deposit &amp; IRS</b>			
<b>Total Outstanding</b>		<b>\$(87,623.50)</b>	<b>\$(87,623.50)</b>
<b>Reconciled Book Balance</b>			<b>\$229,443.96</b>
<b>Balance from Treasurer's Journal</b>			<b>\$229,443.96</b>
<b>Difference</b>			<b>-</b>



**School Administrative Unit #39**

**Town of Amherst, NH**

**Treasurer's Cash Journal**

Date	Deposits Description	Amount	Deposit Total	Date	Expenditures Description	Amount	Balance
5/1/2019	Beginning Balance						<b>\$402,288.98</b>
5/10/2019	Deposit: SCSD	\$15,353.44	\$15,353.44	5/14/2019	Payroll Direct Deposit pp23 v6095	(\$34,357.95)	<b>\$383,284.47</b>
5/22/2019	Deposit: SCSD, ASD, MVSD	\$19,813.97	\$19,813.97	5/14/2019	Payroll Direct Deposit pp23 v6096	(\$3,680.08)	<b>\$399,418.36</b>
5/31/2019	Deposit: ASD	\$4,933.11	\$4,933.11	5/28/2019	Payroll Direct Deposit pp24 v6101	(\$37,372.25)	<b>\$366,979.22</b>
				5/28/2019	Payroll Direct Deposit pp24 v6102	(\$3,870.08)	<b>\$363,109.14</b>
				5/2/2019	Payroll IRS pp22 v6093	(\$6,290.54)	<b>\$356,818.60</b>
				5/16/2019	Payroll IRS pp23 v6098	(\$6,455.84)	<b>\$350,362.76</b>
				5/30/2019	Payroll IRS pp24 v6104	(\$7,150.95)	<b>\$343,211.81</b>
				5/3/2019	Payroll 457 pp22 v6092	(\$2,186.97)	<b>\$341,024.84</b>
				5/17/2019	Payroll 457 pp23 v6097	(\$2,187.62)	<b>\$338,837.22</b>
				5/31/2019	Payroll 457 pp24 v6103	(\$2,187.43)	<b>\$336,649.79</b>
				5/16/2019	Payroll pp 23 v23 ck400081-400081	(\$265.50)	<b>\$336,384.29</b>
				5/2/2019	Payroll pp22 v6094 ck400044-400045	(\$915.36)	<b>\$335,468.93</b>
				5/16/2019	Payroll pp23 v6099 ck400068-400068	(\$335.42)	<b>\$335,133.51</b>
				5/16/2019	Payroll pp24 v6100 ck400069-400069	(\$27.50)	<b>\$335,106.01</b>
				5/31/2019	Payroll v6105 ck400082-400083	(\$57,001.72)	<b>\$278,104.29</b>
							<b>\$278,104.29</b>
				5/2/2019	A/P v1705 ck400046-400067	(\$92,109.76)	<b>\$185,994.53</b>
				5/16/2019	A/P v1706 ck400070-400080	(\$7,330.40)	<b>\$178,664.13</b>
10/31/2018	Heartland Payment Services	\$74,570.03	\$74,570.03	5/30/2019	A/P v1707 ck400084-400097	(\$23,940.02)	<b>\$229,294.14</b>
							<b>\$229,294.14</b>
5/31/2019	Interest - Cash Management	\$149.82	\$149.82				<b>\$229,443.96</b>
							<b>\$229,443.96</b>
							<b>\$229,443.96</b>
5/31/2019	Ending Balances	<b>\$114,820.37</b>	<b>\$114,820.37</b>			(\$287,665.39)	<b>\$229,443.96</b>
					Payroll Direct Deposit	(\$105,739.71)	
					Payroll	(\$58,545.50)	
					AP	(\$123,380.18)	

SAU39 Treasurer's Report  
Unreconciled Check Register

Uncleared Transactions  
SAU39 Checking 0760

Num	Date	Payee	C Memo	Category	Amount
<b>Expense Categories</b>					
<b>Payroll Ded</b>					
400082	5/31/2019	HEALTHTRUST, INC.		6105 Payroll Ded	(\$31,649.37)
400083	5/31/2019	NEW HAMPSHIRE RETIREMENT SYSTEM		6105 Payroll Ded	(\$25,352.35)
<b>Total Payroll Ded</b>					<b>(\$57,001.72)</b>
<b>Payroll</b>					
400081	5/16/2019	Marotta, Danae A.		23 Payroll	(\$265.50)
<b>Total Payroll</b>					<b>(\$265.50)</b>
<b>Expense!</b>					
17097	2/7/2019	MOULTON'S MARKET		1700 Expense!	(\$47.94)
400008	3/28/2019	Maruca, Marie E.		1703 Expense!	(\$26.22)
400057	5/2/2019	MONT VERNON SCHOOL DISTRICT		1705 Expense!	(\$4,312.10)
400058	5/2/2019	NHSAA		1705 Expense!	(\$160.00)
400066	5/2/2019	U.S. POSTAL SERVICE		1705 Expense!	(\$235.00)
400071	5/16/2019	BEAUCHAMP, MARGARET		1706 Expense!	(\$140.00)
400079	5/16/2019	PRECISION WEATHER FORECASTING, I		1706 Expense!	(\$1,495.00)
400084	5/30/2019	BALSAMA, RICHARD		1707 Expense!	(\$350.00)
400085	5/30/2019	BATTELLE FOR KIDS		1707 Expense!	(\$12,000.00)
400086	5/30/2019	CONSOLIDATED COMMUNICATIONS, INC		1707 Expense!	(\$3,001.99)
400087	5/30/2019	HANNAN, KATIE		1707 Expense!	(\$122.08)
400088	5/30/2019	JAMES, CARRIE ELIZABETH		1707 Expense!	(\$120.00)
400089	5/30/2019	LANDWEHRLE, CHRISTINE		1707 Expense!	(\$35.26)
400090	5/30/2019	Lash, John W.		1707 Expense!	(\$26.71)
400091	5/30/2019	NH EXCELLENCE IN EDUCATION		1707 Expense!	(\$450.00)
400092	5/30/2019	PAPPAS, ANNE		1707 Expense!	(\$415.28)
400093	5/30/2019	RICOH USA, INC.		1707 Expense!	(\$567.66)
400094	5/30/2019	SHRED-IT USA LLC		1707 Expense!	(\$41.95)
400095	5/30/2019	Treasurer of the State of New Ha		1707 Expense!	(\$1,050.00)
400096	5/30/2019	W.B. MASON CO., INC.		1707 Expense!	(\$157.05)
400097	5/30/2019	WADLEIGH, STARR & PETERS, P.L.L.		1707 Expense!	(\$5,602.04)
<b>Total Expense!</b>					<b>(\$30,356.28)</b>
<b>Total Expense Categories</b>					<b>(\$87,623.50)</b>
<b>Grand Total</b>					<b>(\$87,623.50)</b>

# SCHOOL ADMINISTRATIVE UNIT #39

## TOWN OF AMHERST, NH

### Treasurer Report

Consent Agenda Item #6

## June-2019

School Administrative Unit #39		
Town of Amherst, NH		
Monthly Report of the Treasurer		
as of 6/30/2019		
Cash on hand	6/1/2019	\$229,443.96
Deposits		\$249,434.90
AP-PR		(\$242,756.28)
Balance on hand	6/30/2019	\$236,122.58

Filename: 2019-06-SAU39 Treasurer Report.xlsx  
Month 6/1/2019

**SAU#39**  
**Monthly Reconciliation Report**  
**Combined Accounts**

<b>June-19</b>	<b>Peoples United</b>	<b>Peoples United</b>	<b>TOTAL</b>
	<b>*1191</b>	<b>*760</b>	
	<b>Cash Management</b>	<b>Municipal Checking</b>	
<b>6/30/2019</b>	<b>\$291,060.95</b>	<b>\$10,000.00</b>	<b>\$301,060.95</b>
<b>Deposits in Transit: (add)</b>			
<b>Outstanding Checks: (subtract)</b>			
<b>a) Accounts Payable</b>		<b>\$(16,031.56)</b>	
<b>b) Payroll</b>		<b>\$(48,906.81)</b>	
<b>c) Payroll Direct Deposit &amp; IRS</b>			
<b>Total Outstanding</b>		<b>\$(64,938.37)</b>	<b>\$(64,938.37)</b>
<b>Reconciled Book Balance</b>			<b>\$236,122.58</b>
<b>Balance from Treasurer's Journal</b>			<b>\$236,122.58</b>
<b>Difference</b>			<b>\$(0.00)</b>

**School Administrative Unit #39**

**Town of Amherst, NH**

**Treasurer's Cash Journal**

Date	Deposits Description	Amount	Deposit Total	Date	Expenditures Description	Amount	Balance
6/1/2019	Beginning Balance						<b>\$229,443.96</b>
6/5/2019	Deposit: SCSD	\$1,152.04	\$1,152.04	6/11/2019	Payroll Direct Deposit pp25 v6106	(\$33,942.11)	<b>\$196,653.89</b>
6/24/2019	Deposit: SCSD, SAU39, ASD	\$225,311.65	\$225,311.65	6/11/2019	Payroll Direct Deposit pp25 v6107	(\$3,685.48)	<b>\$418,280.06</b>
				6/25/2019	Payroll Direct Deposit pp26 v6111	(\$34,586.21)	<b>\$383,693.85</b>
				6/25/2019	Payroll Direct Deposit pp26 v6112	(\$3,662.34)	<b>\$380,031.51</b>
				6/13/2019	Payroll IRS pp25 v6109	(\$6,306.93)	<b>\$373,724.58</b>
				6/27/2019	Payroll IRS pp26 v6113	(\$6,476.28)	<b>\$367,248.30</b>
				6/14/2019	Payroll 457 pp25 v6108	(\$2,186.63)	<b>\$365,061.67</b>
				6/28/2019	Payroll 457 pp26 v6113	(\$2,186.60)	<b>\$362,875.07</b>
				6/13/2019	Payroll pp25 v25 ck400098-400098	(\$126.98)	<b>\$362,748.09</b>
				6/27/2019	Payroll pp26 v26 ck400128-400128	(\$138.52)	<b>\$362,609.57</b>
				6/13/2019	Payroll pp25 v6110 ck400099-400101	(\$2,388.56)	<b>\$360,221.01</b>
				6/27/2019	Payroll pp26 v6115 ck400129-400129	(\$349.01)	<b>\$359,872.00</b>
				6/28/2019	Payroll v6116 ck400130-400131	(\$48,419.28)	<b>\$311,452.72</b>
							<b>\$311,452.72</b>
							<b>\$311,452.72</b>
				6/13/2019	A/P v1708 ck400102-400115	(\$83,338.55)	<b>\$228,114.17</b>
				6/25/2019	A/P v1709 ck400116-400127	(\$15,422.40)	<b>\$212,691.77</b>
				6/21/2019	AP VOID ck 400106	\$459.60	<b>\$213,151.37</b>
10/31/2018	Heartland Payment Services	\$22,876.79	\$22,876.79				<b>\$236,028.16</b>
							<b>\$236,028.16</b>
6/30/2019	Interest - Cash Management	\$94.42	\$94.42				<b>\$236,122.58</b>
							<b>\$236,122.58</b>
							<b>\$236,122.58</b>
6/30/2019	Ending Balances	<b>\$249,434.90</b>	<b>\$249,434.90</b>			(\$242,756.28)	<b>\$236,122.58</b>
					Payroll Direct Deposit	(\$93,032.58)	
					Payroll	(\$51,422.35)	
					AP	(\$98,301.35)	

SAU39 Treasurer's Report  
Unreconciled Check Register

Uncleared Transactions  
SAU39 Checking 0760

Num	Date	Payee	C Memo	Category	Amount
Expense Categories					
Payroll Ded					
400129	6/27/2019	HEALTHTRUST, INC.	6115 Payroll Ded		(\$349.01)
400130	6/28/2019	HEALTHTRUST, INC.	6116 Payroll Ded		(\$31,649.37)
400131	6/28/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6116 Payroll Ded		(\$16,769.91)
Total Payroll Ded					(\$48,768.29)
Payroll					
400128	6/27/2019	Marotta, Danae A.	26 Payroll		(\$138.52)
Total Payroll					(\$138.52)
Expense!					
17097	2/7/2019	MOULTON'S MARKET	1700 Expense!		(\$47.94)
400008	3/28/2019	Maruca, Marie E.	1703 Expense!		(\$26.22)
400058	5/2/2019	NHSAA	1705 Expense!		(\$160.00)
400066	5/2/2019	U.S. POSTAL SERVICE	1705 Expense!		(\$235.00)
400071	5/16/2019	BEAUCHAMP, MARGARET	1706 Expense!		(\$140.00)
400106	6/13/2019	CHAKRIN, BRUCE	1708 Expense!		VOID (\$459.60)
400116	6/25/2019	AMAZON.COM	1709 Expense!		(\$59.00)
400117	6/25/2019	BALSAMA, RICHARD	1709 Expense!		(\$61.48)
400118	6/25/2019	BEAUCHAMP, MARGARET	1709 Expense!		(\$1,691.01)
400119	6/25/2019	CANON SOLUTIONS AMERICA, INC.	1709 Expense!		(\$86.91)
400120	6/25/2019	CONSOLIDATED COMMUNICATIONS, INC	1709 Expense!		(\$3,000.09)
400121	6/25/2019	INTENSE SCHOOL	1709 Expense!		(\$4,809.38)
400122	6/25/2019	PENNICHUCK WATER WORKS, INC.	1709 Expense!		(\$150.00)
400123	6/25/2019	RIMOL, KAREN	1709 Expense!		(\$856.48)
400124	6/25/2019	STATE OF NH - CRIMINAL RECORDS	1709 Expense!		(\$289.50)
400125	6/25/2019	Steel, Adam A.	1709 Expense!		(\$2,546.46)
400126	6/25/2019	W.B. MASON CO., INC.	1709 Expense!		(\$14.98)
400127	6/25/2019	WADLEIGH, STARR & PETERS, P.L.L.	1709 Expense!		(\$1,857.11)
Total Expense!					(\$16,031.56)
Total Expense Categories					(\$65,397.97)
Grand Total					(\$65,397.97)

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

Consent Agenda Item #7

## July-2019

School Administrative Unit #39		
Town of Amherst, NH		
Monthly Report of the Treasurer		
as of 7/31/2019		
Cash on hand	7/1/2019	\$236,122.58
Deposits		\$246,524.38
AP-PR		(\$360,658.32)
Balance on hand	7/31/2019	\$121,988.64

Filename: 2019-07-SAU39 Treasurer Report.xlsx  
Month 7/1/2019

**SAU#39**  
**Monthly Reconciliation Report**  
**Combined Accounts**

<b>July-19</b>	<b>Peoples United</b>	<b>Peoples United</b>	<b>TOTAL</b>
	<b>*1191</b>	<b>*760</b>	
	<b>Cash Management</b>	<b>Municipal Checking</b>	
<b>7/31/2019</b>	<b>\$189,538.84</b>	<b>\$10,000.00</b>	<b>\$199,538.84</b>
<b>Deposits in Transit: (add)</b>			
<b>Outstanding Checks: (subtract)</b>			
<b>a) Accounts Payable</b>		<b>\$(29,830.13)</b>	
<b>b) Payroll</b>		<b>\$(47,720.07)</b>	
<b>c) Payroll Direct Deposit &amp; IRS</b>			
<b>Total Outstanding</b>		<b>\$(77,550.20)</b>	<b>\$(77,550.20)</b>
<b>Reconciled Book Balance</b>			<b>\$121,988.64</b>
<b>Balance from Treasurer's Journal</b>			<b>\$121,988.64</b>
<b>Difference</b>			<b>\$(0.00)</b>



**School Administrative Unit #39**

**Town of Amherst, NH**

**Treasurer's Cash Journal**

<b>Date</b>	<b>Deposits Description</b>	<b>Deposit Total</b>	<b>Date</b>	<b>Expenditures Description</b>	<b>Amount</b>	<b>Balance</b>
<b>7/1/2019</b>	<b>Beginning Balance</b>					<b>\$236,122.58</b>
7/10/2019	Deposit: SCSD, ASD, MVSD, SHS AF	\$95,186.25	7/9/2019	Payroll Direct Deposit pp1 v6118	(\$3,782.70)	\$327,526.13
7/17/2019	Deposit: ASD	\$132,070.81	7/9/2019	Payroll Direct Deposit pp1 v6117	(\$45,931.46)	\$413,665.48
7/31/2019	Deposit: MVSD	\$19,042.51	7/23/2019	Payroll Direct Deposit pp2 v6123	(\$4,686.00)	\$428,021.99
			7/23/2019	Payroll Direct Deposit pp2 v6122	(\$38,276.29)	\$389,745.70
			7/11/2019	Payroll IRS pp1 v6120	(\$7,215.44)	\$382,530.26
			7/25/2019	Payroll IRS pp2 v6125	(\$7,646.66)	\$374,883.60
			7/12/2019	Payroll pp1 457 pp1 v6119	(\$2,169.04)	\$372,714.56
			7/26/2019	Payroll pp2 457 v6124	(\$1,982.63)	\$370,731.93
			7/11/2019	Payroll pp1 v1 ck400143-400144	(\$983.40)	\$369,748.53
			7/25/2019	Payroll pp2 v2 ck400166-400166	(\$658.58)	\$369,089.95
			7/11/2019	Payroll pp1 v6121 ck400145-400146	(\$768.09)	\$368,321.86
			7/25/2019	Payroll pp2 v6126 ck400167-400167	(\$475.09)	\$367,846.77
			7/30/2019	Payroll v6127 ck400168-400169	(\$47,720.07)	\$320,126.70
						\$320,126.70
						\$320,126.70
			7/3/2019	A/P v1710 ck400132-400142	(\$44,651.53)	\$275,475.17
			7/17/2019	A/P v1711 ck400147-400165	(\$153,711.34)	\$121,763.83
						\$121,763.83
10/31/2018	Heartland Payment Services	\$100.00				\$121,863.83
						\$121,863.83
7/31/2019	Interest - Cash Management	\$124.81				\$121,988.64
						\$121,988.64
						\$121,988.64
<b>7/31/2019</b>	<b>Ending Balances</b>	<b>\$246,524.38</b>			<b>(\$360,658.32)</b>	<b>\$121,988.64</b>
				Payroll Direct Deposit	(\$111,690.22)	
				Payroll	(\$50,605.23)	
				AP	(\$198,362.87)	

SAU39 Treasurer's Report  
Unreconciled Check Register

Uncleared Transactions  
SAU39 Checking 0760

Num	Date	Payee	C Memo	Category	Amount
Expense Categories					
Payroll Ded					
400168	7/30/2019	HEALTHTRUST, INC.	6127 Payroll Ded		(\$29,638.57)
400169	7/30/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6127 Payroll Ded		(\$18,081.50)
Total Payroll Ded					(\$47,720.07)
Expense!					
17097	2/7/2019	MOULTON'S MARKET	1700 Expense!		(\$47.94)
400008	3/28/2019	Maruca, Marie E.	1703 Expense!		(\$26.22)
400071	5/16/2019	BEAUCHAMP, MARGARET	1706 Expense!		(\$140.00)
<del>400106</del>	<del>6/13/2019</del>	<del>CHAKRIN, BRUCE</del>	<del>1708 Expense!</del>		<del>(\$459.60)</del> VOID
400147	7/17/2019	CHAKRIN, BRUCE	1711 Expense!		(\$714.55)
400148	7/17/2019	COMPUTER RESOURCES LLC	1711 Expense!		(\$25,593.33)
400152	7/17/2019	EVERSOURCE	1711 Expense!		(\$731.52)
400155	7/17/2019	JAMES COLLINS INC	1711 Expense!		(\$1,225.00)
400158	7/17/2019	Lash, John W.	1711 Expense!		(\$45.85)
400159	7/17/2019	LIBERTY PCS	1711 Expense!		(\$1,125.00)
400160	7/17/2019	PITNEY BOWES GLOBAL	1711 Expense!		(\$180.72)
Total Expense!					(\$29,830.13)
Total Expense Categories					(\$78,009.80)
Grand Total					(\$78,009.80)

# SCHOOL ADMINISTRATIVE UNIT #39

## TOWN OF AMHERST, NH

### Treasurer Report

Consent Agenda Item #8

## August-2019

School Administrative Unit #39		
Town of Amherst, NH		
Monthly Report of the Treasurer		
as of 8/31/2019		
Cash on hand	8/1/2019	\$121,988.64
Deposits		\$245,622.76
AP-PR		(\$268,267.79)
Balance on hand	8/31/2019	\$99,343.61

Filename: 2019-08-SAU39 Treasurer Report.xlsx  
Month 8/1/2019

**SAU#39**  
**Monthly Reconciliation Report**  
**Combined Accounts**

<b>August-19</b>	<b>Peoples United</b>	<b>Peoples United</b>	<b>TOTAL</b>
	<b>*1191</b>	<b>*760</b>	
	<b>Cash Management</b>	<b>Municipal Checking</b>	
<b>8/31/2019</b>	<b>\$178,912.07</b>	<b>\$10,000.00</b>	<b>\$188,912.07</b>
<b>Deposits in Transit: (add)</b>			
<b>Outstanding Checks: (subtract)</b>			
<b>a) Accounts Payable</b>		<b>\$(42,208.23)</b>	
<b>b) Payroll</b>		<b>\$(47,360.23)</b>	
<b>c) Payroll Direct Deposit &amp; IRS</b>			
<b>Total Outstanding</b>		<b>\$(89,568.46)</b>	<b>\$(89,568.46)</b>
<b>Reconciled Book Balance</b>			<b>\$99,343.61</b>
<b>Balance from Treasurer's Journal</b>			<b>\$99,343.61</b>
<b>Difference</b>			<b>\$(0.00)</b>

**School Administrative Unit #39**

**Town of Amherst, NH**

**Treasurer's Cash Journal**

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
8/1/2019	Beginning Balance					<b>\$121,988.64</b>
8/7/2019	Deposit: SCSD	\$82,406.00	8/6/2019	Payroll Direct Deposit pp3 v6129	(\$4,618.49)	<b>\$199,776.15</b>
8/19/2019	Deposit: MVSD, ASD	\$147,991.00	8/6/2019	Payroll Direct Deposit pp3 v6128	(\$37,632.99)	<b>\$310,134.16</b>
			8/20/2019	Payroll Direct Deposit pp4 v6133	(\$38,469.39)	<b>\$271,664.77</b>
			8/20/2019	Payroll Direct Deposit pp4 v6134	(\$4,720.86)	<b>\$266,943.91</b>
			8/8/2019	Payroll IRS pp3 v6131	(\$7,545.65)	<b>\$259,398.26</b>
			8/22/2019	Payroll IRS pp4 v6136	(\$7,362.14)	<b>\$252,036.12</b>
			8/9/2019	Payroll 457 pp3 v6130	(\$1,984.96)	<b>\$250,051.16</b>
			8/23/2019	Payroll 457 pp4 v6135	(\$1,983.60)	<b>\$248,067.56</b>
			8/8/2019	Payroll pp3 v6132 ck400197-400198	(\$1,161.09)	<b>\$246,906.47</b>
			8/22/2019	Payroll pp4 v6137 ck400211-400211	(\$420.09)	<b>\$246,486.38</b>
			8/29/2019	Payroll v6138 ck400233-400234	(\$47,360.23)	<b>\$199,126.15</b>
						<b>\$199,126.15</b>
						<b>\$199,126.15</b>
						<b>\$199,126.15</b>
						<b>\$199,126.15</b>
						<b>\$199,126.15</b>
			8/1/2019	A/P v1712 ck400170-400196	(\$72,039.33)	<b>\$127,086.82</b>
			8/15/2019	A/P v1713 ck400199-400210	(\$21,834.68)	<b>\$105,252.14</b>
10/31/2018	Heartland Payment Services	\$15,162.27	8/29/2019	A/P v1714 ck400212-400232	(\$21,134.29)	<b>\$99,280.12</b>
						<b>\$99,280.12</b>
8/31/2019	Interest - Cash Management	\$63.49				<b>\$99,343.61</b>
						<b>\$99,343.61</b>
						<b>\$99,343.61</b>
8/31/2019	Ending Balances	<b>\$245,622.76</b>			(\$268,267.79)	<b>\$99,343.61</b>
				Payroll Direct Deposit	(\$104,318.08)	
				Payroll	(\$48,941.41)	
				AP	(\$115,008.30)	

SAU39 Treasurer's Report  
Unreconciled Check Register

Uncleared Transactions  
SAU39 Checking 0760

Num	Date	Payee	C Memo	Category	Amount
<b>Expense Categories</b>					
<b>Payroll Ded</b>					
400233	8/29/2019	HEALTHTRUST, INC.	6138 Payroll Ded		(\$28,517.13)
400234	8/29/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6138 Payroll Ded		(\$18,843.10)
<b>Total Payroll Ded</b>					<b>(\$47,360.23)</b>
<b>Expense!</b>					
17097	2/7/2019	MOULTON'S MARKET	1700 Expense!		(\$47.94)
400008	3/28/2019	Maruca, Marie E.	1703 Expense!		(\$26.22)
400155	7/17/2019	JAMES COLLINS INC	1711 Expense!		(\$1,225.00)
400178	8/1/2019	GOT INK 4U	1712 Expense!		(\$39.99)
400187	8/1/2019	NHSAA	1712 Expense!		(\$4,850.30)
400199	8/15/2019	ASCD	1713 Expense!		(\$89.00)
400201	8/15/2019	EVERSOURCE	1713 Expense!		(\$825.91)
400202	8/15/2019	FW WEBB COMPANY	1713 Expense!		(\$533.78)
400203	8/15/2019	GOT INK 4U	1713 Expense!		(\$59.99)
400204	8/15/2019	GOVCONNECTION, INC.	1713 Expense!		(\$8,481.83)
400206	8/15/2019	LIBERTY PCS	1713 Expense!		(\$975.00)
400207	8/15/2019	NSDC/LEARNING FORWARD	1713 Expense!		(\$99.00)
400208	8/15/2019	SDB SPECIALTY NETWORKING, INC.	1713 Expense!		(\$3,600.00)
400209	8/15/2019	STAPLES ADVANTAGE	1713 Expense!		(\$219.98)
400212	8/29/2019	AMAZON.COM	1714 Expense!		(\$536.43)
400213	8/29/2019	AMHERST SCHOOL DISTRICT	1714 Expense!		(\$80.00)
400214	8/29/2019	ASAP FIRE & SAFETY CORPORATION	1714 Expense!		(\$153.00)
400215	8/29/2019	B & H PHOTO VIDEO, INC.	1714 Expense!		(\$1,541.94)
400216	8/29/2019	BUCKLEY DISPOSAL SERVICES	1714 Expense!		(\$68.00)
400217	8/29/2019	CONSOLIDATED COMMUNICATIONS, INC	1714 Expense!		(\$3,065.96)
400218	8/29/2019	Henry, Melissa A.	1714 Expense!		(\$178.64)
400219	8/29/2019	LEARNING A-Z	1714 Expense!		(\$4,486.25)
400220	8/29/2019	LOWE'S	1714 Expense!		(\$180.32)
400221	8/29/2019	NARROW LINE STRIPING	1714 Expense!		(\$100.00)
400222	8/29/2019	NEWEGG BUSINESS, INC.	1714 Expense!		(\$79.40)
400223	8/29/2019	PENNICHUCK WATER WORKS, INC.	1714 Expense!		(\$198.38)
400224	8/29/2019	RICOH USA, INC.	1714 Expense!		(\$383.71)
400225	8/29/2019	SHRED-IT USA LLC	1714 Expense!		(\$86.78)
400226	8/29/2019	SLACK TECHNOLOGIES, INC.	1714 Expense!		(\$3,332.10)
400227	8/29/2019	SOUHEGAN COOPERATIVE SCHOOL DIST	1714 Expense!		(\$20.00)
400228	8/29/2019	SOULE, LESLIE, KIDDER, SAYWARD	1714 Expense!		(\$162.00)
400229	8/29/2019	THE TELEGRAPH	1714 Expense!		(\$166.40)
400230	8/29/2019	W.B. MASON CO., INC.	1714 Expense!		(\$14.98)
400231	8/29/2019	WADLEIGH, STARR & PETERS, P.L.L.	1714 Expense!		(\$360.00)
400232	8/29/2019	WHALLEY COMPUTER ASSOCIATES, INC	1714 Expense!		(\$5,940.00)
<b>Total Expense!</b>					<b>(\$42,208.23)</b>
<b>Total Expense Categories</b>					<b>(\$89,568.46)</b>
<b>Grand Total</b>					<b>(\$89,568.46)</b>

## EEAA - VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY

*See also JIC, JICD*   **Consent Agenda Item #9**

### **Video and Audio Surveillance**

The Board authorizes the use of video and/or audio devices on District property to ensure the health, welfare, and safety of all students, staff and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices with recommendations from the Board and (where applicable) Community Council.

Signs will be posted on school buildings to notify students, staff and visitors that video and audio recording devices may be in use. At the Superintendent's discretion, parents and students may also be notified through the student handbook.

Live surveillance can only be used by authorized personnel with permission from building administrators or the Superintendent. The Superintendent may rescind authority at any time.

All persons will be responsible for any violations of school rules recorded.

The district shall retain copies of recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording. Recordings shall be maintained for a minimum of thirty (30) days.

### **Video and Audio Recordings Used for Student Discipline Matters**

Recordings containing evidence of a violation of student conduct rules, school board policy, and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal, as determined by board policy or applicable law. Any release or review of the recording will be in accordance with the law.

In the event a recording is used as part of a student discipline proceeding, such recording may become part of a student's education record. If a recording does become part of a student's education record, the provisions of Policy JRA shall apply. The Superintendent is authorized to contact the District's attorney for a full legal opinion relative to such an occurrence.

### **Video and Audio Recordings Used for Special Education Purposes**

Recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording as part of the child's education. All such recordings will be maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law(s).

### **Other Purposes for Which Video and Audio Recordings May Be Used**

The school board authorizes the superintendent to use video and/or audio recordings to the extent either required or prohibited by law.

## EEAA - VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY

### Video and Audio Recordings Authorized

The school board permits the video or audio recording of the following school-related activities. The following purposes is not intended to be exhaustive and may be expanded or contracted by either administrative determination or school board action.

- Extracurricular/co-curricular activities
- Musical performances, band, concert band, ensemble, orchestra, choir
- Drama activities
- Club events
- Sporting events, including both inter and intra-scholastic
- Other activities such as student senate, yearbook, school pride, ROTC
- Ceremonies, orientation, presentations, school assemblies or meetings, or any school events which occur outside of the physical classroom.

### **Legal References:**

*RSA 189:65, Definitions*

*RSA 189:68, Student Privacy*

*RSA 570-A:2*

*20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)*

*34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations*

*Appendix: JICC-R, EEA-R*



Policies for SAU First Reading-  
BBAB/BDB, BBBH-R, BDC, BDD,  
BEB, BEDA, BEDB, BEDG, 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)*

## **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.
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.

### **BOARD**

### **SUPERINTENDENT**



**BDD- BOARD-SUPERINTENDENT RELATIONSHIP**

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 school 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.

## **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*

## **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*

## **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.*

## BEDG – SCHOOL BOARD MINUTES

The Superintendent shall cause a record to be kept of the actions of Board meetings. The minutes of the Board shall be kept in an official minutes book and shall be a record of such minutes including resolutions and motions. Papers not a part of a formal motion may be omitted if they are referred to and identified.

Copies of the minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the Board Chairperson upon approval.

All minutes shall be kept in accordance with RSA 91-A and will be in the custody of the Superintendent, who will make them available to interested citizens on request.

### **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*

## **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.

**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*

Policies for SAU Review and  
motion to individual Boards-  
BBAB/BDB, BDC, BDD, BEDA,  
BEDB, BEDG, BGA, BGC, DKC,  
GBEC/ADB, JI, JICD, JICDD, JICH,  
JICK, JIHB

## **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.

## 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.

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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.

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### **BOARD**

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### **BOARD**

### **SUPERINTENDENT**



**BDD- BOARD-SUPERINTENDENT RELATIONSHIP**

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*RSA 91-A:2,II-a,*

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- 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.

**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*

## JI - STUDENT RIGHTS AND RESPONSIBILITIES

*Category P*

*See also JIC, JICD*

Student rights, responsibilities, rules of conduct, and disciplinary consequences for misbehavior shall be published in the Parent-Student Handbook. The Parent-Student Handbook may be made available in another language (when feasible) or presented orally upon request.

**Legal References:**

*RSA 189:15, Regulations*

*NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline*

*NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline*

*NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures*

## JICD – STUDENT DISCIPLINE AND DUE PROCESS

*Category: Priority - Required by Law*

*Related Policies: JI, JIC, JICDD & JICK*

The board recognizes its responsibility to preserve order and ensure that school buildings, together with its grounds, bus stops and bus routes and at school-sponsored events are safe for students and staff. Students, as part of the educational community, shall be made aware that misconduct will not be tolerated and may result in temporary or long-term removal from the school. At all times, students are required to conduct themselves in accordance with behavioral standards set forth in or adopted pursuant to Policy JIC and all other applicable Board policies and all District or school rules. Failure to comply can lead to disciplinary consequences as set forth in this policy and applicable law.

### A. Disciplinary Measures – "Definitions".

Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

1. "Removal from the classroom" means a student is sent to the building Principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
2. "Detention" means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class. The building Principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school). Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal.
3. "In-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten (10) consecutive school days.
4. "Out-of-school suspension" means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct, for neglect, or refusal to conform to school rules or policies.
  - a. "Short-term suspension" means a suspension of ten (10) school days or less. Ed 317.04(a)(1).
  - b. "Long-term suspension" means the continuation of a short-term suspension under RSA 193:13, I (b)-(c), and also means a suspension in excess of ten (10) school days under Ed 317.04(a)(2).
5. "Restriction from school activities" means a student will attend school, classes, and practice but will not participate in other school extra-curricular activities, including competitions.
6. "Probation" means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

## JICD – STUDENT DISCIPLINE AND DUE PROCESS

7. "Expulsion" means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

### **B. Standards for Removal from Classroom and Detention.**

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers or building Principal may assign students to detention for similar conduct in accordance with the guidelines and protocols outlined in the student handbook.

### **Standards for In-School Suspension, Restriction of Activities, and Probation.**

The building Principal is authorized to issue in-school suspensions, restrictions of activities, or place a student on probation for any failure to conform to school or School District policies or rules, or for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

Restriction of activities may also be issued pursuant to rules or policies pertaining to specific clubs or teams.

### **C. Process for Out-of-School Suspension.**

The power of suspension is authorized for gross misconduct, for neglect, or refusal to conform to School District policies and rules as follows:

1. Short-term Suspensions. The Superintendent or designee is authorized to suspend a student for ten (10) school days or less. The designee may consult with the Superintendent prior to issuing any suspension. The designee shall notify the Superintendent of any suspension within 24 hours.

As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.

Due process standards for short-term suspensions (ten (10) days or less) will adhere to the requirements of Ed 317.04(f)(1).

2. Long-term Suspensions. The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

Prior to a long-term suspension, the student will be afforded an informal hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing before the School Board, but the process must comply with the requirements of Ed 317.04 (f)(2) and Ed 317.04 (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision.

## JICD – STUDENT DISCIPLINE AND DUE PROCESS

Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the Superintendents decision described in Paragraph 2. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.

### **D. Process for Expulsion.**

1. Any pupil may be expelled by the School Board for (a) an act of theft, destruction, or violence as defined in RSA Chapter 193-D, (b) for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or (c) for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school. An expulsion under this paragraph will run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent which details the basis for the request. The Board will determine whether and in what manner it will consider any such request.
2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than twelve (12) months.
3. Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) are followed.
4. Any decision by the Board to expel a student may be appealed to the State Board of Education.
5. The Superintendent of Schools is authorized to modify the expulsion or suspension requirements of Sections E.1 and E.2 above on a case-by-case basis.

**E. Sub-committee of Board.** For purposes of sections D and E of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

### **F. Disciplinary Removal of Students with Disabilities.**

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

### **G. Notice and Dissemination.**

This policy and school rules which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d).

## JICD – STUDENT DISCIPLINE AND DUE PROCESS

### **District Policy History:**

*First reading:* \_\_\_\_\_

*Second reading/adopted:* \_\_\_\_\_

***District revision history:***

### **Legal References:**

*RSA 189:15, Regulations*

*RSA 193:13, Suspension & Expulsion of Pupils*

*RSA Chapter 193-D, Safe Schools Zones*

*NH Code of Administrative Rules, Section Ed 306.04(a)(3), Discipline*

*NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline Policy*

*NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures In re Keelin B., 162 N.H. 38, 27 A.3d 689 (2011)*

## JICDD - STUDENT DISCIPLINE/OUT-OF-SCHOOL ACTIONS

*Category: Recommended*  
*See Also JIA, JIC, JICK*

The Board recognizes that out-of-school and off-campus student conduct is not normally the concern of the Board. However, the Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, school property, or school staff.

Therefore, it shall be the policy of this Board that the Board or school administrators may impose disciplinary measures against students for some out-of-school or off-campus conduct.

Discipline may be imposed if such out-of-school conduct causes a significant disruption or substantial interference with the school's educational mission, purpose, or objectives. Additionally, any off-campus or out-of-school behavior that has a strong potential to disrupt normal school operations may also be met with appropriate disciplinary actions.

Out-of-school and off-campus student conduct that may subject a student to discipline includes, but is not limited to:

1. Damaging school property;
2. Violence at or near the school's bus stop, either before or after the school day;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, either before or after the school day;
4. Damaging the private property of school staff or employees;
5. Incidences that involve cyber-bullying are covered under policy JICK; or
6. Any other activity the Board or administration determines impedes the general welfare of scholastic activities.

**Legal References:**

*RSA 189:70, Educational Institution Policies on Social Media*



## JICH - DRUG AND ALCOHOL USE BY STUDENTS

The School Board is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, and illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function. The use, sale, transfer or possession of related paraphernalia is also prohibited.

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy JLCD.

Any student who is found by the administration to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's disciplinary policy. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Program (IEP.)

### **Legal References:**

*21 U.S.C. § 812(c), Controlled Substances Act*

*RSA 318-C, Controlled Drug Act*

*RSA 571-C:2, Intoxicating Beverages at Interscholastic Athletic Contests*

## JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying

*Category: Priority/Required by Law*

*See also JBAA, JIC, JICD, IHBA*

**GENERAL STATEMENT OF POLICY** It is the policy of the Amherst, Mont Vernon, and Souhegan Cooperative School Districts that its students have an educational setting that is safe, secure, peaceful, and free from student harassment, also known as bullying. The Amherst, Mont Vernon, and Souhegan Cooperative School Districts will not tolerate unlawful harassment of any type and conduct that constitutes bullying and cyberbullying as defined herein. Any person violating this Policy may be subject to disciplinary action up to and including expulsion.

### **I. Definitions (RSA 193-F:3)**

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

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

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

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

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

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

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

**JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying**

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

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

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

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

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

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

**False Reporting**

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

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

**Reprisal or Retaliation**

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

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

**JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying**

**Process To Protect Pupils From Retaliation**

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

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

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

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

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

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

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

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

**Staff and Volunteers**

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

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

**Students**

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

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

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

**JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying**

**Parents**

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

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

**Additional Notice and School District Programs**

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

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

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

**Student Reporting**

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

**JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying**

5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

**Staff Reporting**

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

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

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

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

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

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

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

**JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying**

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

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
  - Description of incident, including the nature of the behavior;
  - How often the conduct occurred;
  - Whether there were past incidents or past continuing patterns of behavior;
  - The characteristics of parties involved, (name, grade, age, etc.);
  - The identity and number of individuals who participated in bullying behavior;
  - Where the alleged incident(s) occurred;
  - Whether the conduct adversely affected the student's education or educational environment;
  - Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
  - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include

**JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying**

recommended remedial steps necessary to stop the bullying and a written final report to the Principal.

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

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

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

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

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

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

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

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

- Restitution
- Mediation
- Peer support group



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- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

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

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

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

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

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

**XV. Appeals**

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

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

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the

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

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

**XVI. School Officials (RSA 193-F:4, II(n))**

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

**XVII. Capture of Audio Recordings on School Buses**

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

**XVIII. Use of Video or Audio Recordings in Student Discipline Matters**

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

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record.

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

**Legal References:**

*RSA 189:70, Educational Institution Policies on Social Media*

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

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

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

## **JIHB - SEARCHES OF STUDENT AUTOMOBILES ON SCHOOL PROPERTY**

### *Category R*

Students recognize that parking their automobiles on school property is a privilege and not a right. As part of this privilege, the district may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules or policy has occurred. Students consent to having their automobiles searched by parking in school parking lots.

### **Legal Reference:**

*NH Constitution, Pt.1, Art.19*

*Appendix JIHB-R*