

# 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, January 23<sup>rd</sup>, 2019 – 6:00 PM

Brick School  
1 School Street  
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 Comment I of II	6:05 PM		None
Superintendent's Report	6:10 PM	<i>Mr. Adam Steel to present his Superintendent's Report</i>	None
Individual Board Reports	6:20 PM	<i>Board Chairs to give updates on their individual boards</i>	None
Committee Updates	6:30 PM	<i>Board Members to give updates on their Committees</i>	None
Consent Agenda- Approval	6:40 PM	<i>1. Draft Minutes Dec 19<sup>th</sup>, 2019 2. Nov 2019 Treasurer's Report 3. Dec 2019 Treasurer's Report 4. Policy BEB</i>	12 19 19 Draft Minutes Nov 2019 Treasurer's Report Dec 2019 Treasurer's Report Policy BEB
First Reading Policy and Approval to Individual Boards- KFA	6:45 PM	<i>Board to review and motion to approve to Individual Boards</i>	Policy KFA- Public Conduct on School Property
Teacher Leader Effectiveness Update	6:55 PM	<i>Assistant Superintendent, Ms. Christine Landwehrle, to provide the Board an update on TLE.</i>	None
Superintendent Goal Setting	7:05 PM	<i>Superintendent Steel to engage the Board in discussion</i>	None
Public Comment II of II	7:50 PM		

Non- Public Session	7:55 PM	RSA 91 A:3 II ()
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Meeting Adjourned	8:00 PM	
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## Consent Agenda Item #1

SAU #39 Board Meeting

Thursday, December 19<sup>th</sup> 2019

Meeting Minutes- Not Approved

Attendees:

Administrative Team: Adam Steel- Superintendent, and Michele Croteau- SAU #39 Business Administrator.

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

Souhegan Cooperative School Board: Jim Manning- Chair, Laura Taylor- Secretary, Amy Facey and Pim Grondstra.

Mont Vernon School Board: Sarah Lawrence- Chair, Stephen O'Keefe and Tom Driscoll

Board Minutes: Danae A. Marotta

SHS Student Videographer: Shannon Hargreaves

Public: Peter King. MVSD Moderator, Seth Smiley, 20 Holly Hill Drive, Amherst NH, Jeanne Ludt, 3 School Street, Amherst NH, Michael J. Campo, CPA, Director, Plodzik & Sanderson, P.A. 193 North Main Street, Concord, NH 03301 and Amherst NH Community Members

I. Public Hearing- 6:02PM

**Mr. O'Keefe motioned to open the Public Hearing at 6:03PM. Mr. Manning to second the motion. The vote was unanimous, motion passed.**

Ms. Facey then asked members of the public if they would like to speak regarding the FY' 21 Budget.

Mr. Peter King, MVSD Moderator, asked if the budget will be discussed.

Ms. Facey added that it was discussed and they should be voting on the budget and it needs to be prepared for the Deliberative Hearing.

Mr. King noted that there were sizeable increases in the Office of the Superintendent and Technology.

Superintendent Steel replied that regarding Technology, they are moving the Network Administrator position to the SAU budget. Additionally, with the increase of The Office of the Superintendent budget, they have reorganized positions they more than net each other out.

**Mr. Grondstra motioned to close the Public Hearing at 6:05PM. Mr. O'Keefe seconded the motion. The vote was unanimous, motion passed.**

II. Call to Order

**Chair of the SAU #39 Board, Ms. Amy Facey, called the meeting to order at 6:05PM.**

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

35 Mr. Grondstra asked about the apportionment.

36 Mr. Steel replied, yes. The Budget that the SCSB approved the other night assumed this budget.

37 Mr. Driscoll asked about salary line item.

38 Superintendent Steel replied total salaries are roughly 1.4\$ Million.

39 Ms. Facey asked for other questions.

40 **Ms. Grudzien motioned to approve the SAU #39 Budget in the amount of \$2,551,457. Mr.**  
 41 **Gauthier seconded the motion. The vote was unanimous, motion passed.**

42 III. Public Comment I of II -6:09PM

43 Mr. Seth Smiley, 20 Holly Hill Drive, Amherst NH, commented that he is disappointed that the  
 44 last start change will not happen until 2021.

45 Mr. Steel added that it will not be earlier than 2021.

46 Mr. Smiley explained that he is advocating to have the later start time for FY' 20. The way that  
 47 it is now lessens their quality of life and it is lessening their educational experience. They are  
 48 paying higher taxes and he is very disappointed. Between 9- and 11 hours of sleep is the  
 49 recommended time for middle school and high school students. They should not be getting up in  
 50 the dark to catch a school bus.

51 He then emphasized that he is willing to help with whatever needs to get done to make this  
 52 happen sooner and welcomed any comments.

53 Mr. Steel replied that they are making changes internally with the AMS schedule and the  
 54 committee is standing by it at this time.

55 Ms. Jeanne Ludt, 3 School Street, Amherst NH, asked about bussing as it relates to later start  
 56 times.

57 Mr. Steel commented on having the most efficient bus possible

58 Ms. Ludt added that it was interesting and there was the option of having their own busses  
 59 independent of the other schools. Souhegan having their own busses is not a realistic option.

60 Mr. Smiley asked about parents' concerns and he is advocating for 2020. He would be happy to  
 61 survey parents to see if they would be willing to pay higher taxes to have an easier time with  
 62 their children in the morning.

63 Ms. Stephanie Grund, 5 Colonel Wilkins Road, added that at the SHS it is different than AMS.

64 Mr. Smiley mentioned that they should survey the children and they would strongly benefit and  
 65 they need that sleep. He is willing to do whatever it takes. This was a discussion 9 years ago.  
 66 Their children are exhausted, with the later start time, the entire community would benefit.

67 The Board thanked Mr. Smiley, Ms. Ludt and Ms. Grund.

68

## 69 IV. Individual Board Reports- 6:23PM

70 Chair of the ASB, Ms. Elizabeth Kuzsma, discussed that they have a final approved budget.  
71 They also decided to include \$150,000 for A & E fees into the budget for this year.

72 The Board thanked Ms. Kuzsma.

73 Chair of the MVSB, Ms. Sarah Lawrence, added that they have also been working on the budget  
74 and have one more session before the Public Hearing.

75 Chair of the SCSB, Mr. Jim Manning, discussed that they had a great last meeting and voted on a  
76 budget in the amount of \$18,377,407 for public hearing with a default budget calculation of  
77 \$18,367,151.

78 They will also have a warrant article for Capital Maintenance Fund in the amount of \$100,000  
79 and then a warrant for a PPC agreement. He will not get into the details at this time, but it will be  
80 a great deal for both sides.

81 They also had a lot of people at the meeting to give their input regarding CBE (Competency  
82 Based Learning) and Board Member, Ms. Laura Taylor has done a lot of background work.  
83 Superintendent Steel has also been working with his team for some time now and they had three  
84 motions. He then added that they were all unanimous.

85 *#1 To approve a transitional transcript for the class of 2024 and*  
86 *beyond that includes both a competency-based and a traditional grade for each course and*  
87 *to commit to transitioning to a strictly competency-based transcript over time as colleges*  
88 *become more familiar with competency-based grading practices; and that the class of 2023*  
89 *will continue only the traditional transcript, including weighted GPA's.*

90  
91 *#2. To direct the Superintendent to finalize the transitional*  
92 *transcript for the class of 2024 and beyond, which includes conducting a thorough analysis*  
93 *and alignment to SAU 39 OKR's and by seeking input from Community Council, the SAU-*  
94 *wide assessment, grading, and reporting committee, the Souhegan Faculty and*  
95 *Administration, and from the Souhegan Cooperative School Board no later than June 1,*  
96 *2020.*

97  
98 *#3 Souhegan should provide semester grades, A, B, C's and mid-semester grades including A, B,*  
99 *Cs for the Class of 2023*

100

101 Mr. Manning remarked that the people from the public were really appreciative to have been  
102 heard. He then added that Community Council is not in favor of the later school start time.

103 The Board thanked Mr. Manning.

104 Ms. Facey discussed that in November the Board completed an evaluation of Superintendent  
105 Steel around 4 criteria, 1. Educational Leader, 2. Operational Manager, 3. Relationship with the  
106 Community and 4. Relationship with the Board. Those results were compiled and averaged. In  
107 all cases he averaged between a three and four.

108 They then offered Mr. Steel a 4-year contract and he has accepted.

109 The Board then thanked Mr. Steel and Ms. Facey.

110 V. Consent Agenda- 6:33PM

111 **Mr. Grondstra motioned to accept the Consent Agenda items 1. Draft Minutes Nov 14th,**  
 112 **2019 and 2. Audit Presentation. 9 in favor, motion passed. Mr. Driscoll and Mr. Manning**  
 113 **both abstained.**

114 Superintendent Steel noted that the auditor is here to answer any questions that the Board may  
 115 have.

116 Mr. Michael J. Campo, CPA, Director, Plodzik & Sanderson, Concord, NH, remarked that he  
 117 will run through the audit and answer any questions that the Board may have.

118 They did come in \$30,000 under budget and that was anticipated due to the BA position being  
 119 recently filled. Also, page 14 takes three schedules and puts them into one. There is a  
 120 Management Discussion analysis on pages 3-7. This element tells what happened and why.

121 He then discussed that they are recommending a Capital Asset Policy for all of the districts. In  
 122 general, the financial policies as a whole should be reviewed every three years because of the  
 123 terms of the Board Members.

124 Mr. O'Keefe asked about adopting a policy.

125 Mr. Campo discussed that right now there is a lot of gray area.

126 Mr. Driscoll asked if they inventory capital assets.

127 Mr. Campo added that they do know the day to day jobs and responsibilities of the finance  
 128 department.

129 Mr. O'Keefe added that it would be a part time if not a full time job.

130 Mr. Steel added that one method that they use is to review purchase orders for larger ticket items.

131 Mr. Campo suggested that Department Directors be in charge of that.

132 Ms. Facey noted that they will add Policy DID on the docket for Policy Committee review.

133 The Board thanked Mr. Campo.

134 VI. Joint Facilities Discussion- 6:44PM

135 Superintendent Steel discussed that the ASD, ASD Ways and Means, SCSB, SCAFC, Town  
 136 Liaison and community members all met on Thursday, December 5<sup>th</sup>. It was a great meeting and  
 137 there were a few outputs. First, the two districts will decide how to fund a Capital Maintenance  
 138 Plan, with less than \$650,000 for this year. Second, the ASB is taking the next step with capital  
 139 facilities planning and putting the amount of \$150,000 for A&E fees in the budget.

140 Mr. Driscoll asked what did the ASD do last year.

141 Mr. Steel replied that last year it was a warrant article that did not pass. It is such a priority that  
142 the ASB decided to add it to the budget.

143 Ms. Facey added that it was a very positive meeting and was important that they took a step back  
144 and look at the facilities and warrant articles that are coming out.

145 She then discussed that she would like to set up a committee that moves this effort forward. She  
146 would like this committee to include SAU Staff, Board Members and members of the public.

147 Ms. Grudzien added that she would be interested in serving.

148 Mr. Gauthier also volunteered.

149 Ms. Facey also noted that she will serve for Souhegan.

150 Ms. Lawrence added that she will be happy to help as well.

151 Mr. Steel asked for a MVSB member to speak to their capital maintenance plan.

152 Mr. Driscoll discussed that they always had a small amount but the warrant article stemmed from  
153 the need for a new roof. It has worked very well and the Town of Mont Vernon is very  
154 supportive.

155 Ms. Facey commented that this is really meant to be proactive.

156 Ms. Taylor then volunteered to serve on the committee.

157 Ms. Grudzien asked for a simple flyer with big impact items. She then suggested that they  
158 include the PTA.

159 Ms. Facey added that she has met with members of the SHS PTA and is hoping to get them  
160 involved as well.

161 Mr. Grondstra asked if there is a limit for the amount of board members. He then added that he  
162 will volunteer as well.

163 VII. Public Comment II of II- 6:55PM

164 No Public Comment

165 VIII. Town Master Plan- 6:55PM

166 Ms. Behm discussed that the Town is starting their discussions on the Master Plan and they  
167 asked for Board representation. She added that they are starting in January and want to identify  
168 volunteers for their subcommittee tonight.

169 Ms. Facey asked for the subcommittee categories.

170 Ms. Kuzsma they have 5 different subcommittees with themes which is different than what they  
171 have done in the past.

172 1. Livability

173 2. Character

- 174 3. Infrastructure  
175 4. Business  
176 5. Communications and Engagement

177 Ms. Kuzsma noted that she has an attachment on the descriptions.

178 Ms. Behm added that she was at a Planning Board Meeting last night.

179 Ms. Facey asked for the timeframe.

180 Mr. Gauthier asked if they can have more time.

181 Ms. Behm replied that she believes that they need an SAU representative. She will be happy to  
182 send an email to the Board.

183 Ms. Facey added that she will help coordinate as well.

184 Ms. Behm remarked that their number one priority is infrastructure however it would be nice to  
185 have representation on each Town subcommittee.

186 The Board thanked Ms. Behm.

187 IX. Meeting Adjourned

188 **Mr. Grondstra motioned to adjourn the meeting at 7:01PM. Mr. O'Keefe seconded the**  
189 **motion. The vote was unanimous, motion passed.**

190

191



# SCHOOL ADMINISTRATIVE UNIT #39

## TOWN OF AMHERST, NH

### Treasurer Report

Consent Agenda Item #2

## November-2019

School Administrative Unit #39		
Town of Amherst, NH		
Monthly Report of the Treasurer		
as of 11/30/2019		
Cash on hand	11/1/2019	\$213,242.47
Deposits		\$463,529.92
AP-PR		(\$353,715.40)
Balance on hand	11/30/2019	\$323,056.99

Filename: 2019-11-SAU39 Treasurer Report.xlsx  
Month 11/1/2019

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

<b>November-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>11/30/2019</b>	<b>\$372,020.35</b>	<b>\$10,000.00</b>	<b>\$382,020.35</b>
<b>Deposits in Transit: (add)</b>			
<b>Outstanding Checks: (subtract)</b>			
<b>a) Accounts Payable</b>		<b>\$(17,178.48)</b>	
<b>b) Payroll</b>		<b>\$(41,784.88)</b>	
<b>c) Payroll Direct Deposit &amp; IRS</b>			
<b>Total Outstanding</b>		<b>\$(58,963.36)</b>	<b>\$(58,963.36)</b>
<b>Reconciled Book Balance</b>			<b>\$323,056.99</b>
<b>Balance from Treasurer's Journal</b>			<b>\$323,056.99</b>
<b>Difference</b>			<b>-</b>

**School Administrative Unit #39**  
**Town of Amherst, NH**  
**Treasurer's Cash Journal**

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
11/1/2019	Beginning Balance					\$213,242.47
11/13/2019	SAU39,ASD,State of NH DOE USDA Meals	\$221,867.66	11/12/2019	Payroll Direct Deposit pp10 v6166	(\$39,381.42)	\$395,728.71
11/26/2019	ASD, MVSD,SCSD, State of NH DOE USDA Meals	\$138,128.72	11/12/2019	Payroll Direct Deposit pp10 v6167	(\$4,840.08)	\$529,017.35
11/6/2019	USAC TREAS 310	\$27,463.80	11/25/2019	Payroll Direct Deposit pp11 v6171	(\$38,611.27)	\$517,869.88
			11/25/2019	Payroll Direct Deposit pp11 v6172	(\$4,777.04)	\$513,092.84
			11/14/2019	Payroll IRS pp10 v6169	(\$7,819.84)	\$505,273.00
			11/27/2019	Payroll IRS pp11 v6174	(\$7,500.97)	\$497,772.03
			11/15/2019	Payroll 457 pp10 v6168	(\$1,983.04)	\$495,788.99
			11/29/2019	Payroll 457 pp11 v6173	(\$1,983.98)	\$493,805.01
			11/14/2019	Payroll pp10 v10 ck400330-400330	(\$207.79)	\$493,597.22
			11/27/2019	Payroll pp11 v11 ck400349-400350	(\$214.71)	\$493,382.51
			11/14/2019	Payroll pp10 v6170 ck400331-400332	(\$1,188.56)	\$492,193.95
			11/27/2019	Payroll pp11 v6175 ck400351-400351	(\$570.56)	\$491,623.39
			11/27/2019	Payroll v6176 ck400352-400354	(\$40,999.61)	\$450,623.78
						\$450,623.78
						\$450,623.78
			11/7/2019	A/P v1719 ck400316-400329	(\$187,372.91)	\$263,250.87
			11/21/2019	A/P v1720 ck400333-400348	(\$16,263.62)	\$246,987.25
						\$246,987.25
10/31/2018	Heartland Payment Services	\$75,951.89				\$322,939.14
						\$322,939.14
11/30/2019	Interest - Cash Management	\$117.85				\$323,056.99
						\$323,056.99
						\$323,056.99
11/30/2019	Ending Balances	\$463,529.92			(\$353,715.40)	\$323,056.99
				Payroll Direct Deposit	(\$106,897.64)	
				Payroll	(\$43,181.23)	
				AP	(\$203,636.53)	

SAU39 Treasurer's Report  
Unreconciled Check Register

Uncleared Transactions  
SAU39 Checking 0760

Num	Date	Payee	C Memo	Category	Amount
Expense Categories					
Payroll Ded					
400351	11/27/2019	HEALTHTRUST, INC.	6175 Payroll Ded		(\$570.56)
400352	11/27/2019	HEALTHTRUST, INC.	6176 Payroll Ded		(\$21,301.38)
400353	11/27/2019	MONY LIFE INSURANCE COMPANY OF A	6176 Payroll Ded		(\$691.51)
400354	11/27/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6176 Payroll Ded		(\$19,006.72)
Total Payroll Ded					(\$41,570.17)
Payroll					
400349	11/27/2019	Hargreaves, Shannon R	11 Payroll		(\$30.01)
400350	11/27/2019	Marotta, Danae A.	11 Payroll		(\$184.70)
Total Payroll					(\$214.71)
Expense!					
400246	9/12/2019	MOULTON'S MARKET	1715 Expense!		(\$208.86)
400261	9/26/2019	CENTER FOR RESPONSIVE SCHOOLS, I	1716 Expense!		(\$90.00)
400305	10/24/2019	SOULE, LESLIE, KIDDER, SAYWARD	1718 Expense!		(\$616.00)
400333	11/21/2019	BELTRONICS, INC.	1720 Expense!		(\$4,505.35)
400334	11/21/2019	BUCKLEY DISPOSAL SERVICES	1720 Expense!		(\$34.00)
400335	11/21/2019	BUSINESS FORMS, INC.	1720 Expense!		(\$30.27)
400336	11/21/2019	CBT NUGGETS, LLC	1720 Expense!		(\$1,198.00)
400337	11/21/2019	Dodge, Porter B.	1720 Expense!		(\$73.05)
400338	11/21/2019	ELECTRICAL SUPPLY OF MILFORD, IN	1720 Expense!		(\$159.72)
400339	11/21/2019	EXTREME NETWORKS	1720 Expense!		(\$6,468.75)
400340	11/21/2019	LYCEUM SOLUTIONS INCORPORATED	1720 Expense!		(\$1,000.00)
400341	11/21/2019	NHSAA	1720 Expense!		(\$165.00)
400342	11/21/2019	NOODLE TOOLS, INC.	1720 Expense!		(\$504.00)
400343	11/21/2019	PENNICHUCK WATER WORKS, INC.	1720 Expense!		(\$71.85)
400344	11/21/2019	RICOH USA, INC.	1720 Expense!		(\$607.34)
400345	11/21/2019	TERADEK, LLC	1720 Expense!		(\$990.00)
400346	11/21/2019	W.B. MASON CO., INC.	1720 Expense!		(\$268.40)
400347	11/21/2019	WALLACE, ABIGAIL	1720 Expense!		(\$37.99)
400348	11/21/2019	ZOOM VIDEO COMMUNICATIONS, INC	1720 Expense!		(\$149.90)
Total Expense!					(\$17,178.48)
Total Expense Categories					(\$58,963.36)
Grand Total					(\$58,963.36)

# SCHOOL ADMINISTRATIVE UNIT #39

## TOWN OF AMHERST, NH

### Treasurer Report

Consent Agenda Item #3

## December-2019

School Administrative Unit #39		
Town of Amherst, NH		
Monthly Report of the Treasurer		
as of 12/31/2019		
Cash on hand	12/1/2019	\$323,056.99
Deposits		\$153,294.86
AP-PR		(\$265,975.35)
Balance on hand	12/31/2019	\$210,376.50

Filename: 2019-12-SAU39 Treasurer Report.xlsx  
Month 12/1/2019

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

<b>December-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>12/31/2019</b>	<b>\$258,821.81</b>	<b>\$10,000.00</b>	<b>\$268,821.81</b>
<b>Deposits in Transit: (add)</b>			
<b>Outstanding Checks: (subtract)</b>			
<b>a) Accounts Payable</b>		<b>\$(8,209.51)</b>	
<b>b) Payroll</b>		<b>\$(50,235.80)</b>	
<b>c) Payroll Direct Deposit &amp; IRS</b>			
<b>Total Outstanding</b>		<b>\$(58,445.31)</b>	<b>\$(58,445.31)</b>
<b>Reconciled Book Balance</b>			<b>\$210,376.50</b>
<b>Balance from Treasurer's Journal</b>			<b>\$210,376.50</b>
<b>Difference</b>			<b>-</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>12/1/2019</b>	<b>Beginning Balance</b>					<b>\$323,056.99</b>
12/11/2019	Deposit: ASD	\$86,682.93	12/10/2019	Payroll Direct Deposit pp12 v6177	(\$39,781.81)	\$369,958.11
12/18/2019	Deposit: SCSD, State of NH DOE USDA Meal Prg	\$12,803.89	12/10/2019	Payroll Direct Deposit pp12 v6178	(\$5,024.15)	\$377,737.85
			12/23/2019	Payroll Direct Deposit pp13 v6182	(\$40,800.89)	\$336,936.96
			12/23/2019	Payroll Direct Deposit pp13 v6183	(\$5,236.23)	\$331,700.73
			12/12/2019	Payroll IRS pp12 v6180	(\$7,672.15)	\$324,028.58
			12/26/2019	Payroll IRS pp13 v6185	(\$8,044.93)	\$315,983.65
			12/13/2019	Payroll 457 pp12 v6179	(\$1,983.66)	\$313,999.99
			12/26/2019	Payroll 457 pp13 v6184	(\$1,983.70)	\$312,016.29
			12/12/2019	Payroll pp12 v12 ck400355-400356	(\$198.55)	\$311,817.74
			12/26/2019	Payroll pp13 v13 ck400379-400379	(\$392.49)	\$311,425.25
			12/12/2019	Payroll pp12 v6181 ck400357-400357	(\$559.56)	\$310,865.69
			12/26/2019	Payroll pp13 v6186 ck400380-400380	(\$570.56)	\$310,295.13
			12/30/2019	Payroll v6187 ck400381-400383	(\$50,235.80)	\$260,059.33
						\$260,059.33
						\$260,059.33
			12/12/2019	A/P v1721 ck400358-400378	(\$103,580.87)	\$156,478.46
			12/5/2019	A/P VOID ck400261	\$90.00	\$156,568.46
						\$156,568.46
12/31/2019	Heartland Payment Services	\$53,695.78				\$210,264.24
						\$210,264.24
12/31/2019	Interest - Cash Management	\$112.26				\$210,376.50
						\$210,376.50
						\$210,376.50
<b>12/31/2019</b>	<b>Ending Balances</b>	<b>\$153,294.86</b>			<b>(\$265,975.35)</b>	<b>\$210,376.50</b>
				Payroll Direct Deposit	(\$110,527.52)	
				Payroll	(\$51,956.96)	
				AP	(\$103,490.87)	

SAU39 Treasurer's Report  
Unreconciled Check Register

Uncleared Transactions  
SAU39 Checking 0760

Num	Date	Payee	C Memo	Category	Amount
Expense Categories					
Payroll Ded					
400381	12/30/2019	HEALTHTRUST, INC.	6187 Payroll Ded		(\$29,501.48)
400382	12/30/2019	MONY LIFE INSURANCE COMPANY OF A	6187 Payroll Ded		(\$678.91)
400383	12/30/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6187 Payroll Ded		(\$20,055.41)
Total Payroll Ded					(\$50,235.80)
Expense!					
400246	9/12/2019	MOULTON'S MARKET	1715 Expense!		(\$208.86)
400305	10/24/2019	SOULE, LESLIE, KIDDER, SAYWARD	1718 Expense!		(\$616.00)
400360	12/12/2019	BALSAMA, RICHARD	1721 Expense!		(\$300.00)
400371	12/12/2019	MONT VERNON SCHOOL DISTRICT	1721 Expense!		(\$7,039.22)
400375	12/12/2019	SHRED-IT USA LLC	1721 Expense!		(\$45.43)
Total Expense!					(\$8,209.51)
Total Expense Categories					(\$58,445.31)
Grand Total					(\$58,445.31)



## AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

### Consent Agenda Item #4

#### **BEB - EMERGENCY BOARD MEETINGS**

Emergency meetings may be called by the Chairperson or by 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 or by a majority of the Board. 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*

First Reading for SAU #39 Board,

Thursday, January 23<sup>rd</sup>, 2020

KFA- Public Conduct on School Property

**KFA - PUBLIC CONDUCT ON SCHOOL PROPERTY**

*Category: Recommended*

For purposes of this policy, "school property" means any buildings, vehicles, property, land, or facilities used for school purposes or school-sponsored events, whether public or private.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any New Hampshire law, or town or county ordinance;
5. Smoking, vaping, or otherwise using tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. Operate a motor vehicle in violation of an authorized District employee's directive or posted road signs.
10. Violate other District policies or regulations, or an authorized District employee's directive.

Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds. Law enforcement officials may be contacted at the discretion of the supervising district employee if such employee believes it necessary.

Additionally, the District reserves the right to issue "no trespass" letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district's educational purpose.

**Legal References:**

*RSA 193:11, Disturbance*

*RSA 635:2, Criminal Trespass*