

SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts

ADAM A. STEEL
Superintendent of Schools

CHRISTINE M. LANDWEHRLE
Assistant Superintendent of
Elementary Education

STEVEN CHAMBERLIN
Assistant Superintendent of
Secondary Education

MARGARET A. BEAUCHAMP
Director of Student Services

AMY FACEY
Business Administrator



SAU 39 Board Meeting

Monday, June 6, 2022 – 7:00 PM
The Brick School
1 School Street
Amherst, NH 03031

AGENDA ITEM	TIME	DESIRED ACTION	BACKUP MATERIALS
Call to Order	7:00 PM	Chair of the SAU 39 Board, Mr. Steven O'Keefe, to call the meeting to order	None
Public Input I of II	7:00 PM		None
Consent Agenda	7:05 PM	1. SAU Treasurer Report 2. Budget Transfer Request – 001 3. Budget Transfer Request – 002 4. SAU Draft Minutes – 04/06/22 5. SAU Draft Minutes – 05/12/22 6. SAU Draft Minutes – 05/16/22 7. Enrollment Report 8. Facilities Report 9. Transition Plan Update	Treasurer Report – April '22 Request 001 Request 002 Draft Minutes 04/06/2022 Draft Minutes 05/12/2022 Draft Minutes 05/16/2022 Enrollment Report May '22 Facilities Report May '22 Transition Plan Update Memo
Board Goals	7:10 PM	The Board to address goals for FY23	
FY23 Meeting Schedule	7:15 PM	The Board to discuss the proposed board meeting schedule for FY23	FY23 Meeting Memo
Audit RFP	7:20 PM	The Board to review the Audit RFP	Firm Recommendation Memo
Budget Process Discussion	7:30 PM	The Board to discuss the FY24 SAU Budget Process	None
BA Search Update	7:40 PM	The Board to receive an update on the Business Administrator search	None
Committee Launch (Tentative Item)	7:50 PM	The Board to discuss the launch of the Superintendent Search Committee	None
Non-Public	7:55 PM	RSA 91-A: 3 (2) C	None
Meeting Adjourned	8:00 PM		

SCHOOL ADMINISTRATIVE UNIT #39 TOWNS OF AMHERST, NH and MONT VERNON, NH Treasurer Report

April-2022

School Administrative Unit #39		
Towns of Amherst, NH and Mont Vernon, NH		
Monthly Report of the Treasurer		
as of 4/30/2022		
Cash on hand	4/1/2022	\$1,307,580.63
Deposits		\$442,900.82
AP-PR		(\$748,243.24)
Balance on hand	4/30/2022	\$1,002,238.21

Filename: 2022-04-SAU39 Treasurer Report.xlsx
Month 4/1/2022

SAU#39
Monthly Reconciliation Report
Combined Accounts

April-2022	Peoples United	Peoples United	TOTAL
	*1191	*760	
	Cash Management	Municipal Checking	
4/30/2022	\$1,107,791.66	\$10,000.00	\$1,117,791.66
Deposits in Transit: (add)			
Outstanding Checks: (subtract)			
a) Accounts Payable		\$(56,461.27)	
b) Payroll		(\$59,092.18)	
c) Payroll Direct Deposit & IRS			
Total Outstanding		\$(115,553.45)	\$(115,553.45)
Reconciled Book Balance			\$1,002,238.21
Balance from Treasurer's Journal			\$1,002,238.21
Difference			\$(0.00)

School Administrative Unit #39
Towns of Amherst, NH and Mont Vernon, NH
Treasurer's Cash Journal

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
4/1/2022	Beginning Balance		4/1/2022	Beginning Balance		\$1,307,580.63
4/19/2022	State of NH DOE USDA Meal Programs	\$128,854.78	4/12/2022	Payroll Direct Deposit pp21 v6516	(\$44,050.80)	\$1,392,384.61
4/12/2022	Remote Deposit 8606051780	\$92,284.38	4/12/2022	Payroll Direct Deposit pp21 v6517	(\$8,719.60)	\$1,475,949.39
4/26/2022	Remote Deposit 8627535620	\$192,431.20	4/26/2022	Payroll Direct Deposit pp22 v6521	(\$44,015.30)	\$1,624,365.29
			4/26/2022	Payroll Direct Deposit pp22 v6522	(\$7,599.07)	\$1,616,766.22
			4/14/2022	Payroll IRS pp21 v6519	(\$7,780.73)	\$1,608,985.49
			4/28/2022	Payroll IRS pp22 v6524	(\$7,793.57)	\$1,601,191.92
			4/15/2022	Payroll 457(b) pp21 v6518	(\$1,326.42)	\$1,599,865.50
			4/28/2022	Payroll 457(b) pp22 v6523	(\$1,343.99)	\$1,598,521.51
			4/14/2022	Payroll pp21 v23 ck401807-401807	(\$27.70)	\$1,598,493.81
			4/28/2022	Payroll pp22 v24 ck401816-401816	(\$415.57)	\$1,598,078.24
			4/14/2022	Payroll Ded pp21 v6520 ck401808-401809	(\$398.71)	\$1,597,679.53
			4/28/2022	Payroll Ded pp22 v6525 ck401817-401819	(\$665.71)	\$1,597,013.82
			4/28/2022	Payroll Ded v6526 ck401820-401823	(\$58,177.59)	\$1,538,836.23
						\$1,538,836.23
						\$1,538,836.23
						\$1,538,836.23
						\$1,538,836.23
						\$1,538,836.23
4/30/2022	Heartland Payment Services	\$29,256.65	4/7/2022	Expense v1784 ck401788-401806	(\$46,449.19)	\$1,521,643.69
			4/19/2022	Expense v1785 ck401810-401815	(\$519,479.29)	\$1,002,164.40
4/30/2022	Interest - Cash Management	\$73.81				\$1,002,238.21
						\$1,002,238.21
						\$1,002,238.21
4/30/2022	Ending Balances	\$442,900.82			(\$748,243.24)	\$1,002,238.21
				Payroll Direct Deposit	(\$122,629.48)	
				Payroll	(\$59,685.28)	
				AP	(\$565,928.48)	

SAU39 Treasurer's Report
Unreconciled Check Register

Uncleared Transactions
SAU39 Checking 0760

Num	Date	Payee	Memo	Category	Amount
Expense Categories					
Payroll Ded					
401817	4/28/2022	AMHERST SCHOOL DISTRICT	6525	Payroll Ded	(\$226.52)
401819	4/28/2022	NATIONAL LIFE GROUP	6525	Payroll Ded	(\$272.50)
401820	4/28/2022	HAMPSHIRE HILLS RACQUET & SPORTS	6526	Payroll Ded	(\$108.00)
401821	4/28/2022	HEALTHTRUST, INC.	6526	Payroll Ded	(\$32,326.37)
401822	4/28/2022	MONY LIFE INSURANCE COMPANY OF A	6526	Payroll Ded	(\$621.13)
401823	4/28/2022	NEW HAMPSHIRE RETIREMENT SYSTEM	6526	Payroll Ded	(\$25,122.09)
Total Payroll Ded					(\$58,676.61)
Payroll					
401816	4/28/2022	Marotta, Danae A.	24	Payroll	(\$415.57)
Total Payroll					(\$415.57)
Expense!					
401556	1/4/2022	BELANGER, JULIE	1777	Expense!	(\$708.52)
401557	1/4/2022	BELANGER, NORMAND	1777	Expense!	(\$231.36)
401776	3/24/2022	Fazlic, Amina	1783	Expense!	(\$1,881.00)
401779	3/24/2022	OWLSTAMP VISUAL SOLUTIONS	1783	Expense!	(\$27.90)
401799	4/7/2022	MONT VERNON SCHOOL DISTRICT	1784	Expense!	(\$340.00)
401812	4/19/2022	BUCKLEY DISPOSAL SERVICES	1785	Expense!	(\$38.00)
401813	4/19/2022	MONT VERNON SCHOOL DISTRICT	1785	Expense!	(\$53,121.83)
401814	4/19/2022	PENNICHUCK WATER WORKS, INC.	1785	Expense!	(\$112.66)
Total Expense!					(\$56,461.27)
Total Expense Categories					(\$115,553.45)
Grand Total					(\$115,553.45)

SCHOOL ADMINISTRATIVE UNIT #39
SCHOOL BOARD APPROVED - BUDGET TRANSFER REQUEST
FY23

REQUEST FOR BUDGET TRANSFER NO.:

2023 001

DATE:

5/26/2022

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.
10.2321.115.00.000000	SUPERINTENDENT OFFICE SUPPORT SAL	\$82,510	-\$32,010	\$50,500	10.2500.115.00.000000	BUSINESS OFFICE SUPPORT	\$59,840	\$32,010	\$91,850
10.2321.211.00.000000	HEALTH INSURANCE	\$93,332	-\$5,580	\$87,752	10.2500.211.00.000000	HEALTH INSURANCE	\$72,570	\$5,580	\$78,150
10.2321.212.00.000000	DENTAL INSURANCE	\$6,210	-\$359	\$5,851	10.2500.212.00.000000	DENTAL INSURANCE	\$4,724	\$359	\$5,083
10.2321.213.00.000000	LIFE INSURANCE	\$1,087	-\$52	\$1,035	10.2500.213.00.000000	LIFE INSURANCE	\$465	\$52	\$517
10.2321.214.00.000000	DISABILITY INSURANCE	\$1,340	-\$87	\$1,253	10.2500.214.00.000000	DISABILITY INSURANCE	\$1,061	\$87	\$1,148
10.2321.221.00.000000	MEDICARE	\$7,180	-\$465	\$6,715	10.2500.221.00.000000	MEDICARE	\$6,239	\$465	\$6,704
10.2321.231.00.000000	NH RETIREMENT	\$52,004	-\$4,501	\$47,503	10.2500.231.00.000000	NH RETIREMENT	\$30,652	\$4,501	\$35,153
10.2321.233.00.000000	403B/457 INVESTMENT MATCH	\$41,429	-\$2,161	\$39,268	10.2500.233.00.000000	403B/457 INVESTMENT MATCH	\$24,115	\$2,161	\$26,276
TOTAL TRANSFERRED FROM:			(45,215)		TOTAL TRANSFERRED TO:			\$45,215	

JUSTIFICATION:

Reclass employee funding- this change occurred in FY22 after the FY23 budget was approved.

SAU support staff position was split funded. This position has been re-classified to report to the Business Office only.

This transfer is to move the budget to align with that change in reporting and payroll funding.

Katie Hannan, Dir of Finance

26-May-22

REQUESTOR: DIRECTOR/DATE

APPROVED BY SAU #39 SCHOOL BOARD ON

Amy Facey, Business Administrator

SCHOOL ADMINISTRATIVE UNIT #39
SCHOOL BOARD APPROVED - BUDGET TRANSFER REQUEST
FY23

REQUEST FOR BUDGET TRANSFER NO.:

2022 002

DATE:

5/26/2022

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.
10.2321.240.00.000000	PROFESSIONAL DEVELOPMENT	\$9,000	(2,100)	6,900	10.2841.240.00.000000	PROFESSIONAL DEVELOPMENT	\$1,000	\$2,100	\$3,100
10.2321.580.00.000000	TRAVEL	6,000	(1,100)	4,900	10.2841.580.00.000000	TRAVEL	\$2,000	\$1,100	\$3,100

TOTAL TRANSFERRED FROM:

(3,200)

TOTAL TRANSFERRED TO:

\$3,200

JUSTIFICATION: Targeted Powerschool professional development for Student Data Specialist.

Christine Landwehrle, Assist Superintendent

26-May-22

REQUESTOR: DIRECTOR/DATE

APPROVED BY SAU #39 SCHOOL BOARD ON

Amy Facey, Business Administrator

Consent Item #4

SAU #39 Board

Wednesday, April 6th, 2022

Meeting Minutes- Not Approved

Attendees:

Administrative Team: Adam Steel- Superintendent, Steven Chamberlin- Assistant Superintendent and Amy Facey- SAU #39 Business Administrator.

Amherst School Board: Chair- Tom Gauthier, Vice Chair- Victoria Parisi, Secretary- Jason White, Terri Behm, and Josh Conklin.

Mont Vernon Village School Board: Chair- Sarah Lawrence, Vice Chair- Peter Eckhoff, Secretary- Kristen Clark, Jessica Hinckley and George Torres.

Souhegan Cooperative School Board: Chair- Stephanie Grund, Vice Chair- Christie Peters, Secretary- Anna Goulet-Zimmerman, John Glover, Pim Grondstra, Steven O'Keefe and Dan Veilleux.

Board Minutes: Danae A. Marotta

Public: Martin Goulet, 22 Veterans Road, Amherst NH, and Dwayne Purvis, 145 Hollis Road Amherst NH and Jeanne Ludt, 3 School Street, Amherst NH

I. Call to Order

Superintendent, Mr. Adam Steel, called the meeting to order at 6:02PM.

Mr. O'Keefe officially swore in Mr. George Torres and Ms. Jessica Hinckley to serve on the Mont Vernon School Board.

Mr. Steel recalled the meeting to order at 6:03.

He asked for nomination for the Chair and noted that the each of the boards collectively receive 3 votes. If there is a weighted vote, then that adds a calculation of ADM (average daily membership). He asked if there were objections to that process.

Mr. Glover noted that the Mont Vernon School Board has not met for their organizational meeting. He believes that this meeting is premature.

Mr. Steel asked for a motion to adjourn or members of the MVSB that object to the timing of this meeting.

He opened the floor for nominations for Chair of the SAU #39 Board.

Ms. Anna Goulet- Zimmerman nominated Mr. John Glover.

Mr. Tom Gauthier nominated Mr. Steven O'Keefe.

Mr. John Glover nominated Ms. Sarah Lawrence.

33 Mr. Steel asked for further nominations. He asked the three candidates if they were willing to
34 serve as SAU #39 Board Chair.

35 Mr. Glover and Mr. O'Keefe both noted that they are willing to serve

36 Ms. Lawrence responded that she cannot serve at this time due to time constraints.

37 Mr. Steel noted that they have two nominations on the floor. Each member of the SAU 39 Board
38 gets their own vote.

39 Mr. Glover asked if the nominees could give a speech.

40 Mr. Steel replied yes, and that Mr. Glover can go first as he was nominated first.

41 Mr. Glover commented that he did not seek this nomination. He explained his vision of
42 leadership.

43 Mr. O'Keefe mentioned his thoughts on being SAU #39 Board Chair.

44 Mr. Steel took a roll call vote. Parisi-O'Keefe, Conklin-O'Keefe, Behm-O'Keefe, Clark-
45 O'Keefe, White-O'Keefe, Gauthier-O'Keefe, Goulet-Zimmerman-Glover, Lawrence-
46 O'Keefe, Hinckley-O'Keefe, Peters-Glover, Torres-Glover, Grund-O'Keefe, O'Keefe-
47 O'Keefe, Grondstra-O'Keefe, Eckhoff-O'Keefe, Glover-Glover, Veilleux-Glover.

48 (weighted) It is 6.7 votes to 2.3 votes for Mr. O'Keefe.

49 **After careful consideration, Mr. O'Keefe was declared the Chair of the SAU #39 Board.**

50 Mr. O'Keefe asked for nominations for SAU #39 Vice Chair.

51 **Ms. Behm nominated Mr. Josh Conklin.**

52 **Ms. Hinckley seconded the nomination for Mr. Conklin.**

53 **Ms. Peters nominated Mr. White.**

54 Mr. O'Keefe asked for further nominations.

55 Mr. White did not accept the nomination.

56 **Ms. Grund motioned for Mr. Conklin to serve as SAU #39 Vice Chair. Ms. Parisi to second**
57 **the motion. The vote was unanimous, motion passed.**

58 Mr. O'Keefe asked for nominations for SAU #39 Board Secretary.

59 **Ms. Hinckley nominated Ms. Victoria Parisi for SAU #39 Secretary.**

60 Mr. O'Keefe asked for other nominations. There were no other nominations.

61 Ms. Parisi accepted the nomination.

62 **Ms. Behm motioned for Ms. Parisi to serve as SAU #39 Secretary. Ms. Grund motioned to**
63 **second the motion. The vote was unanimous.**

64 Mr. O'Keefe asked if CJ Butler was going to serve as Treasurer and Ms. Peg Bennett as Deputy
65 Treasurer.

66 Ms. Facey added that she will verify.

67 Committee Assignments:

- 68 • PD Committee- Ms. Behm
- 69 • SAU Budget- Ms. Grund and Ms. Goulet- Zimmerman
- 70 • Manifest- Ms. Grund and Ms. Hinckley

71

72 II. Non-Meeting

73 **Mr. White motioned to recess RSA 91: A 3 II (L) at 6:23PM. Mr. Gauthier seconded the**
74 **motion. The vote was unanimous. Motion passed.**

75 7:14 back in session

76 III. Public Comment I of I

77 Mr. Martin Goulet, 22 Veterans Road, Amherst NH, he noted that he is dismayed about the vote
78 taken in March. His interpretation of the vote in March is that the communities that have elected
79 you are expecting something different then what they have been getting. I hope that all of the
80 board members and the leadership recognizes that was the message that was contained in that
81 vote. My comments that I had prepared relate to the Glover Title IX matter which I understand
82 you may just have been discussing.

83 Here we are in April of 2022, and we are still muddling through this topic. My interpretation of
84 this is because to date this board and its chair, have been unwilling to follow its own decisions. I
85 have been trying to secure information. When people criticize this and other SAU #39 boards for
86 lack of transparency it's experiences like mine that are at the root of it and what people are
87 referring to. In January, the Chair of this board was directed to clarify the role that this board
88 needed outside counsel to play with respect to filling in as our Title IX coordinator for this
89 Glover matter because this board had determined based on communications that had been issued
90 but it didn't appear clear that this hired person had understood that they were to fulfill that role.
91 Did the chair of this board ever execute that dictum that this board reiterated to the chair to
92 communicate to outside counsel to clarify their role? Second, did the chair ever report back to
93 this board as to the results of this clarification conversation. He could find no record of it in the
94 minutes. Has this board ever received a finding from outside counsel acting as the Title IX
95 coordinator that an investigation in this case was not warranted or was not warranted where was
96 that finding? Since the actions of the SAU have been so opaque in this matter, I am going to ask
97 you to provide answers to these questions. Who hired outside counsel now performing the work
98 on this matter? Was it the SAU or the SAU board? Who directed it on what authority and what
99 was the scope of work procured from counsel? It is usually in an engagement letter. He would
100 like to see a redacted version of the engagement letter. As a taxpayer, I have to fund services that
101 are being procured but I don't have the right to understand precisely what services are being

102 procured. There is case law on this, and the SAU may very well win. The SAU should assert
103 privilege when they have a compelling reason to assert privilege.

104 Mr. Dwayne Purvis, 145 Hollis Road, Amherst NH, commented that this is not communication.
105 The other thing is that you are acting like a school board, there is no such thing as a SAU school
106 board. That this board gets together and votes on policies is questionable, I have a problem with
107 that. There are some policies that do not fit. I am not sure what else you do. Keeping in mind that
108 two boards are operating in default, you could form some good faith gesture to reduce the
109 portion that is going to the SAU accordingly. You have an opportunity to do something now. It
110 has been an issue. There is no public input on the SAU budget. The other thing is that you are
111 only obligated to meet twice a year. You are not a school board. Thank you.

112 Mr. O'Keefe asked for other members of the community to address the board. The board thanked
113 the participants.

114 IV. Consent Agenda

115 Mr. O'Keefe went through the consent agenda items.

116 Ms. Peters noted the change on Line 434. February 17, 2022 Draft Minutes from "he" to "she".

117 **Mr. Grondstra motioned to accept the consent agenda 1.Unanticipated Revenue**
118 **04.21.2022, 2. SAU Treasurer Report 01-2022, 3. SAU Treasurer Report 02-2022, 4.**
119 **February 17, 2022 Draft Minutes, as amended, 5. March 16, 2022 Draft Minutes, 6. March**
120 **16, 2022 UNSEALED Draft Minutes, 7. March 18, 2022 Draft Minutes 8. March 18, 2022,**
121 **UNSEALED Draft Minutes, 9. March 22, 2022 Draft Minutes, 10. March 22, 2022**
122 **UNSEALED Draft Minutes, 11. Enrollment Memo and 12. Facilities Report 02.28.2022.**
123 **Ms. Clark seconded the motion. The motion passed. Mr. Glover to abstain.**

124 V. Individual Board Updates

125 Chair of the Amherst School Board, Mr. Tom Gauthier, noted that they had their organizational
126 meeting on Monday, April 4th. He was elected as Chair, Ms. Parisi as Vice Chair and Mr. White
127 as Secretary. They did pass a motion with a resolution from our board to continue our facilities
128 project scope and look forward to putting something on the ballot next March. That process is
129 just beginning, and they do not know what that will look like at this time. As a board we are
130 supporting that process. We discussed our unassigned fund balance, we do not have much of it
131 outside of revenue so that will impact what we can do for anything end of year either returning
132 money to taxpayers or funding our capital reserve funds that passed on Election Day. I want to
133 thank Ms. Facey and the SAU staff for coming up with the \$495,000 that we needed To cut out
134 of our budget to meet the default for next year.

135 Mr. Glover asked who your policy committee members are.

136 Mr. Gauthier replied, Mr. Conklin and Ms. Parisi.

137 Mr. Glover asked about the facilities project.

138 Mr. Gauthier replied that they do not yet know what that will be at this time.

139 Mr. Glover noted that he is looking forward to the JFAC presentation. They need to take a hard
140 look at what they are doing to serve the needs of the students.

141 The Board thanked Mr. Gauthier.

142 Chair of the Souhegan Cooperative School Board, Ms. Stephanie Grund, noted that they also had
143 their organizational meeting. Ms. Christie Peters was elected as Vice Chair and Ms. Anna
144 Goulet- Zimmerman was elected as Secretary. They had a great presentation from Community
145 Council. They had a great discussion on Domain Leaders. The school has a new sign, and it is in
146 the process of being programmed. They approved their first trip to France and went through their
147 default calculations. She would like to start communications for the public at the library and will
148 reach out to the other boards for input and help.

149 The Board thanked Ms. Grund.

150 Mont Vernon School Board Chair, Ms. Sarah Lawrence, noted that they did not have their
151 organizational meeting yet. They do anticipate discussing their UFB, 6th grade transition, the
152 middle school study committee, and other items.

153 The Board thanked Ms. Lawrence.

154 Mr. Glover asked for her to email him the members of the Policy Committee.

155 Mr. O'Keefe asked new board members to introduce themselves to the board.

156 The new members commented on their background and experience.

157 Mr. O'Keefe thanked the new board members for serving the community.

158 VI. Joint Facilities Advisory Committee Presentation

159 Chair of the Joint Facilities Advisory Committee, Ms. Shannon Gascoyne, commented that she is
160 here tonight to provide an update on the work of the joint facilities advisory committee and to
161 request direction on next steps for the committee at large. I have a very brief presentation to
162 guide our conversation and I am happy to answer any questions that you may have.

163 Many of you have served on the committee at one time or another or have been present for one
164 of our many board presentations, much of this will simply be a review. In 2017 a sorely needed
165 and inarguably overdue capital needs assessment of our existing buildings was conducted by the
166 firm On site Insight. This is assessment looked at all of our major systems and outlined a
167 replacement schedule and anticipated costs to maintain the facility's status quo, simply
168 maintaining what we have. At this same time, voters supported a request for architectural and
169 engineering fees in the Souhegan cooperative school district to develop options for future
170 renovations, enhancements and repairs in this building. This effort was heavily student led at the
171 same time in the Amherst school district, Clark Wilkins and Amherst middle school were
172 experiencing a space crunch and issues with many systems at the end of their useful life. This
173 was due to several factors larger than anticipated enrollments in the early grades, increased
174 special programming needs, deferred maintenance, and a fire in the 14 year old portable building
175 at Wilkins just to name a few.

At the time and at present, specialists are on carts, interventionists are quadrupled in classrooms, school psychologists are using closets for office and intervention space, administrators share offices and on any given day you can walk in these buildings and find folks squatting all over the place to accommodate student needs. At AMS, there are leaks during every rain and snow melt were commonplace and the accordion style walls of the 70s were falling off their hinges requiring costly replacement. Wild temperature swings were and still are regularly reported by staff and students alike impacting teaching and learning. It became very clear to the folks sitting around this table at an SAU meeting in 2018 that we were at a major tipping point with our buildings in Amherst. For this reason the boards came together and conceived of an advisory committee, composed of community members, SAU administration and staff and elected officials. They charged this group with analyzing the needs in Amherst offering recommendations to the boards including sequencing and priorities. The buildings in the Amherst School District rose to the surface with the most pressing needs followed by Souhegan high school.

The first recommendation was for a study of the current facilities and development of options to fit our programs in the Amherst school district. The firm of Lavalee Brensinger who had recently completed Souhegan 2.0 was hired to study the facilities and programs in ASD and develop options. In the Souhegan cooperative school district, the completed 2.0 plan included a number of upgrades and renovations. A JFAC subcommittee was formed to review the options and identify priorities within the plan. They worked closely with administration and board members to identify 3 priority areas to recommend to the board, a secure main entrance, science lab updates and addressing HVAC issues. In Amherst, after reviewing a myriad of options, the recommendation was made for a new elementary school on the existing Wilkins site and a major renovation and small addition at AMS. The boards accepted the recommendations, and the committee spent the next years working to engage the community, refine the scope of the projects and support the boards.

Ms. Gascoyne displayed a bulleted list of some of the committee work.

- Historical Analysis of Facilities
- Master planning Study
- RFP for Architect and Construction Management Firm
- Developed and maintained website and social media presence (FB & IG)
- Town-wide mailers
- Presented updates at numerous board meetings including ASB, Mont Vernon, Souhegan, SAU, and Town Board meetings
- Conducted community-wide survey in summer 2020
- Conducted Clark School Survey and meetings Spring/Summer 2021

- 212 • Presented recommendations to Amherst School Board, Souhegan Cooperative, and SAU
213 39
- 214 • All meetings publicly noticed/posted and available for playback
- 215 • Facilitated six community information sessions available with options for attendance in-
216 person and online
- 217 • Created and shared a series of informational videos in the Amherst School District

218 Ms. Gascoyne continued, the first go on the ballot found all facilities articles defeated. This is
219 not atypical for public infrastructure projects, it is a fairly well established trend that these types
220 of requests take several cycles to educate, inform and gain voter support. This happens in part
221 because with each cycle community engagement increases and the project scope is continually
222 tweaked to align with the needs, financial capacity and values of the community. I cannot tell
223 you tonight the exact reasons why these articles were defeated this year. I can offer you
224 reflections from members of the JFAC and share with you that the next steps should include
225 community listening sessions and surveys.

226 The JFAC has met once post-election and during that meeting, they spent time reflecting on the
227 ballot results. The phrase “a perfect storm” was uttered more than once during that meeting. The
228 three main areas became a common theme for the boards two address and to really consider
229 moving forward.

230 The first issue was cost. In this year's storm cost loomed heavy on all fronts. From the cost
231 people were saying at the gas pump, the grocery store shelves, the increased operating budgets
232 being requested, and the cost being associated with major infrastructure projects. Additionally,
233 the perception that the SAU and individual districts are running on bloated budgets took a
234 stronghold resulting in defeat. In order for future efforts to be successful but unity has to have a
235 clear presentation that this is not the case. When we made our initial recommendations in 2020
236 and 2021, we fully expected cost would be a topic and something that we would have to deal
237 with and address. What we didn't anticipate were issues of mistrust. At the time, the district was
238 by all accounts very successfully weathering the COVID storm and communication with the
239 community seemed to be thoughtful and discourse respectful. As we approach the March ballot
240 however, this relationship of mutual trust and respect quickly eroded. Repairing this will be
241 critical for the success of future efforts for our public-school infrastructure and the onus is on the
242 boards. Number three is community engagement. While we offered a number of variety of ways,
243 we still didn't quite receive the audience participation and attendance that we were hoping for.
244 Except for the Clark School Exploration Committee, I do believe those meetings were very well
245 attended by the neighborhood there. This is not atypical for the first cycle of a request. Moving
246 forward we must have greater participation in a greater variety of voices and ideas.

247 As far as next steps, renew and update Committee Charge, organize and appoint new members.
248 Individual Boards are working on their Facility Plans, Amherst School District, Souhegan
249 Cooperative and Mont Vernon. Lastly, community feedback, the Amherst District has a first
250 Listening Session on 04/13 and Survey.

- 251 Ms. Gascoyne noted the charge, the SAU 39 Joint Facilities Advisory Committee will:
- 252 • Provide affirmation/verification of the prioritization of projects, changes to the scope of
 - 253 major capital improvement projects, and long-range facilities plans of the Amherst
 - 254 School Board, Mont Vernon School Board, and Souhegan Cooperative School Board
 - 255 • Provide a medium for the dissemination of facilities information, reports and materials to
 - 256 the community relative to SAU39 and its long-range facilities plans
 - 257 • Collaborate with the SAU 39 Director of Facilities to support and provide consultation
 - 258 and guidance to the SAU 39 Board and individual boards on matters relating to minor
 - 259 and major capital improvement projects. Perform other review and recommendation
 - 260 functions as directed by the Boards
- 261 *It is recommended that Mont Vernon have a B&G Committee providing greater representation
- 262 and coordination on the JFAC.
- 263 Mr. O’Keefe asked for questions for Ms. Gascoyne.
- 264 Ms. Clark inquired if there were thoughts to do FB Live sessions.
- 265 Ms. Gascoyne replied that they had a Saturday option, Monday night option and they produced a
- 266 series of informational videos.
- 267 Ms. Grund added that they need to meet as school boards and with SAU #39 Facilities Director,
- 268 Mr. Roger Preston. She wants to make sure that coordination happens, and that the building
- 269 administration is brought in.
- 270 Mr. O’Keefe noted the mandate. He asked if Ms. Gascoyne wanted the board to adopt this
- 271 tonight. He understands that time is short.
- 272 Ms. Grund remarked that she does not want to wait but they cannot forget their administration.
- 273 Mr. Glover added that they just organized, the individual boards need to huddle and discuss. He
- 274 would recommend a pause tonight to mull it over and have an earnest conversation.
- 275 Ms. Gascoyne noted that they most certainly take the time to give us that direction.
- 276 Ms. Parisi added that at the Amherst School Board she views JFAC as a conduit to all of us to
- 277 talk. Needing more time for the ASB is not necessary, they are moving forward on a rather quick
- 278 timeline. A new charge is in their best interest.
- 279 Ms. Lawrence noted that she is excited that MV could participate.
- 280 Mr. Torres asked why they wouldn’t be evaluating their facilities on an ongoing basis.
- 281 Ms. Gascoyne noted that they are looking for a renewed charter, this is a new board. The initial
- 282 push for the committee is to look across the district. They need new membership and before they
- 283 look for new members they want to
- 284 Mr. Steel clarified that the JFAC charge already exists. The point is to act as one.

285 Mr. Torres asked if they remain until the SAU board rescinds this.

286 Mr. Steel replied yes, it is a subcommittee of the board.

287 Mr. Veilleux added that he would like to take time and meet as a board so that they can better
288 utilize the space throughout the district. They also want to see JFAC come up with different
289 ideas and take better advantage of the space that they think is available. They would also like to
290 involve Mont Vernon a little more.

291 Ms. Grund mentioned that she wants to understand which direction is going to be the responsible
292 party. That needs to be clarified.

293 Ms. Gascoyne responded that Amherst was more direct in what they needed and clarifying that
294 would impact their success.

295 Mr. O'Keefe inquired if there was a way that they can operate and then come back to the board
296 next month.

297 Ms. Gascoyne replied that they need new membership and different voices.

298 Ms. Facey clarified that the state building aid is based on a specific project not a blanket
299 application. If the project changes it is something that she would need to know.

300 Mr. Glover asked what project is on the table for state aid.

301 Ms. Facey replied that this is for the building project, on January 1 they submitted a Letter of
302 Intent for this building project.

303 Mr. Glover asked if this was for the project that did not pass.

304 Ms. Facey replied yes, the typical timeline is you would submit the Letter of Intent in January,
305 and application in July. They are following the more typical path by submitting the application in
306 July.

307 Mr. Glover added that he does not have a lot of confidence that this is possible. He added that
308 they cannot talk about this behind the scenes, and this is the first time. He does not see it with
309 confidence.

310 Mr. Steel discussed NH State Building Aid.

311 Mr. Torres commented that this is putting the cart before the horse. If they don't put in the
312 application, they will forgo any availability of those funds. It behooves us to go in for the
313 funding now. He noted the exponential costs. They won't get it if they do not apply.

314 Mr. Glover thanked Mr. Torres for that information. He inquired what more information is
315 needed.

316 Mr. Steel commented that the point is to give fair warning to the legislature through the DOE so
317 that they can make reasonable assumptions about the potential debt load and how it might affect
318 the state budget.

319 Mr. Torres added that until this gets approved we should do it ever year.

320 Mr. Steel noted that they are going to file the application as if the same project was going to go
321 forward.

322 Mr. O’Keefe noted that the board will hold off on the mandate and coming back in the May
323 meeting.

324 Ms. Parisi added that JFAC would help the Amherst Board recruit community members who are
325 interested.

326 Ms. Gascoyne noted that she did receive some emails from interested community members.

327 Ms. Goulet- Zimmerman indicated she was confused. Would have sworn that in the meeting she
328 attended was told again and again that the bond had to be voted on first and then could ask for
329 state aid. Inquired what the state is even giving for aid now.

330 Ms. Goulet- Zimmerman said we need to be clear that we are not moving ahead with an \$83
331 million dollar project that was voted down. We are putting something in place so that we are in
332 line for funds from the state for whatever project does end up place so that we stay in line and if
333 there are funds available we will have them available if that is a project that moves forward at
334 some point.

335 Mr. Steel commented that it is a need-based system, adjusted with every two-year budget cycle.

336 Ms. Goulet- Zimmerman commented that the funding sounds different.

337 Ms. Gascoyne added that the application still has to be put in advance.

338 Ms. Parisi mentioned that this is a two-year cycle.

339 Mr. Torres remarked that even if they do get approved, they are not bound to it.

340 Mr. O’Keefe suggested that Ms. Gascoyne come back in May.

341 The Board thanked Ms. Gascoyne.

342 VII. Superintendent’s Report

343 Mr. Steel commented he wanted to update the board on COVID-19. We are in status blue for the
344 first time in a couple of years which is great, things are essentially normal throughout our
345 schools. I do want to caution that we are likely to have another increase in cases coming in our
346 direction based on some of the early indicators that we've seen specifically we are always six
347 weeks behind Western Europe and believe it or not wastewater tracking is one of the best early
348 indicators and early warning signs. I will share though if you are not aware that with the
349 governor's change in directions and then the commissioner of education’s fiat it is unlikely that
350 even if we wanted to mask students again in any required way that we would be successful if
351 challenged. While we will still track and do what we need to do and make recommendations it is
352 unlikely that we will again attempt to make a mask mandate unless something at the state level
353 changes. I wanted to give the board the opportunity to hear that. I think what would likely

354 happen if another wave of COVID occurs some school district is probably going to say we are
 355 going to require masks there will be a legal showdown about it and we will see what happens. I
 356 do not think we want to be that district. It is springtime and people are outside quite a bit, it does
 357 feel quite normal, and it is a good thing.

358 He noted that he is happy to answer questions on any topics.

359 Ms. Grund asked if they needed to rescind the Emergency Policy on Personal Protective
 360 Measures.

361 Mr. Steel recommended that they take a look at it over the summer. If another increase in case
 362 happens locally, it will be treated as a common cold or the opposite. It will become self-evident
 363 over the summer.

364 Ms. Grund asked about the reopening task force.

365 Mr. Steel replied that document should be revised either way and brought forward in August.
 366 There are other mitigations besides masks in the reopening document.

367 **Mr. Gauthier motioned to rescind this policy tonight along with the reopening guidelines.**

368 **Ms. Peters seconded the motion.**

369 Mr. O'Keefe asked for discussion.

370 Ms. Grund commented that maybe they can revise it quickly.

371 Mr. Gauthier inquired if they even need that.

372 Mr. Steel commented that right now the policy gives the authority in this specific instance to the
 373 superintendent to do that.

374 Mr. Glover remarked that the policy that still references the Governor's orders. There are a
 375 bunch of mitigation strategies. It might be premature to abandon it.

376 Ms. Clark noted that rescinding it is not the wisest choice as we know COVID has mutated. they
 377 need the flexibility to choose the best mitigation strategies.

378 Ms. Goulet-Zimmerman added that she is not sure that they have to do anything. She believes
 379 they should come back, revisit it and see what needs to be amended.

380 **Mr. Gauthier rescinded the motion; Ms. Peters rescinded her second.**

381 Mr. O'Keefe asked for other questions.

382 Ms. Grund asked where the data came from for the NESDEC report.

383 Mr. Steel responded that that has been his experience in other places that the report becomes
 384 more accurate with time.

385 Ms. Parisi added that they discussed the enrollment at the Amherst School Board meeting. She
 386 discussed the results.

387 The Board thanked Superintendent Steel.

388 VIII. Policy Review Memo- Discussion

389 Mr. Glover commented that the timeline of giving feedback for May1st is unrealistic.

390 Ms. Grund noted that the “G” policies that apply to Souhegan only.

391 Mr. Conklin added that they do assign policies to individuals. He would recommend the
392 Souhegan Chair assign policies to the Souhegan members and leave that to the rest of the
393 committee.

394 Ms. Peters asked about the policies that they passed in February.

395 IX. Policy GBK- First Reading

396 Ms. Goulet- Zimmerman inquired if they could table the policy and send it back to the Policy
397 Committee. She noted that the text needs to be consistent throughout and would be happy to
398 help.

399 **Ms. Goulet- Zimmerman motioned to table GBK and send back to the Policy Committee**
400 **Mr. Glover seconded the motion. The vote was unanimous, motion passed.**

401 Mr. Glover commented they have been working to get consistent language and consistent
402 definitions.

403 X. Treasurer and Deputy Treasurer

404 **Ms. Grund to appoint Ms. CJ Butler as Treasurer and Ms. Peg Bennett as Deputy**
405 **Treasurer. Ms. Parisi seconded the motion. The vote was unanimous, motion passed.**

406 XI. Investigation Update

407 Mr. O’Keefe commented that they are moving forward, be invested investigatory process has
408 completed with communication to all the involved parties. Tonight we received guidance from
409 our attorney with regards to a motion to hire an outside independent decision maker in this
410 particular matter as well and is considered to be arbitration.

411 **Mr. O’Keefe motioned that the Board authorize its Superintendent with assistance of**
412 **counsel to retain an independent initial decision-maker in the pending Title IX matter**
413 **involving its Board member, and that further it request that the parties be offered the**
414 **opportunity to participate in a voluntary informal complaint resolution process with a**
415 **mediator to be retained by the Superintendent with assistance of counsel prior to moving to**
416 **the decision-making phase of the Title IX process, said offer being contingent upon the**
417 **parties agreeing to participate and to waive the timeframe for the start of the decision-**
418 **making process. Mr. Gauthier seconded the motion.**

419 Mr. O’Keefe asked for discussion.

420 Ms. Behm inquired if they wanted to amend that at all.

Ms. Goulet- Zimmerman noted that her understanding at this point is that Ms. Hellstedt was retained to act as the title 9 coordinator. She did her initial look, decided there was enough to move ahead that she we move ahead on a complaint on behalf of one or more of the aggrieved individuals. If I understand this correctly, that's no longer an issue because someone has filed a formal complaint, so we do have a formal complaint. It is disappointing to me that there wasn't and if you all got it in a private session, I apologize, it's disappointing to me that there wasn't an announcement whenever that happened two months ago that there had been a finding in the role as title 9 coordinator because it seems like this board should have at that point been consulted and said ok move ahead with the investigation instead that all just zoomed ahead at rather exorbitant costs. My strong hope would be that a mediator would be retained who could simply sit down with the parties involved and hope that some agreement could be reached and that would be done quickly and expediently for everyone involved. That's not an objection to it, I really think we ought to be getting this resolved as quickly as we can.

The motion passed. Mr. Glover abstained.

Mr. Glover added that it was a lot of language that he is hearing for the first time, and it is contingent upon the parties agreeing. I would appreciate you forwarding me that language so that I can study it and understand what it means because that was pretty quick, and the discussion was not as robust as it should have been in my opinion. Please do that very quickly so that we can figure out if that's in my best interest and the best interest of my constituents.

Ms. Goulet- Zimmerman added to the extent that we are going to have these things that the chair or anyone else has received that we are going to be discussing in either nonpublic or non-meetings if that can be circulated ahead of time because I appreciate your point. We got a little bit of time to read through and talk about it in the non-meeting. It is a valid point that you just got this document right at you and I appreciate that. The more notice we can have on things like that so we can Mull it over before we come here the better.

XII. Public Comment II of II

Ms. Jeanne Ludt, 3 School Street, Amherst NH, commented that her sense is that there is too many problems associated with the situation with Mr. Glover. She is a member of JFAC and wants them all to feel very confident that they spent time looking at multiple possibilities. When we talk about not feeling good that we didn't explore all of the possibilities or creative solutions, I really feel that it was done. I have been on a million space needs committees. The work was very thorough. Thank you.

Mr. Martin Goulet, 22 Veterans Road, Amherst NH, two topics he would like to visit. the question for the application for state aid, I went back to the deliberative session for the ASB. there was a line in the presentation that said that state aid is not awarded until a bond is approved by the voters. It could be that the 30 or 40 people that I have spoken with misunderstood what that meant, that was the timing of things. What was interpreted was that it was a contingency and a requirement that the town passed that bond before state aid could be applied for. That was the impression that voters or at least a small population of voters that I was aware of received. Again, I make this point earlier when we talk about trust and we talk about transparency and we

461 talk about the community feeling like they can trust what you're saying all of those things
 462 undermine that kind of credibility. Whether that was what you intended to communicate or not
 463 that was what was communicated.

464 Secondly, on the Glover matter. I have been in communication with the chair of this board and
 465 the SAU directly on this matter on right to know requests and again I'm just absolutely
 466 flabbergasted that someone couldn't have communicated to me that the answer to the questions
 467 that I keep coming back with happy answered. And yet no one deemed it necessary to give me
 468 that answer. Why is that the case? Why can you now in this board meeting say we had the
 469 answer to the finding of an investigation was warranted, although now it's for two different
 470 reasons. first it was because the person who wasn't and then was the title 9 coordinator decided
 471 they were going to move forward on a complaint on really sketchy grounds you can read the
 472 underlying text of the policy but now somehow someone has come forward with a formal
 473 complaint on what timeline has that happened? When was that going to be communicated in any
 474 way to anyone? This has been a very public proceeding except for all of the important
 475 information so I would say and I'm going to direct this to the chair.

476 Mr. Goulet continued, I was pleased when another chair was nominated and I was really hoping
 477 that someone else would be nominated because I have no confidence in your ability to lead this
 478 group. I think you hold information close to the vest. This group needs to do a better job of
 479 holding this Chair accountable for getting the information they need to make the decisions they
 480 need or else people like myself who listen carefully to these proceedings are going to continue to
 481 scratch our heads and say what on earth is going on and why are they able to let these
 482 proceedings go the way they are going. It is the natural result of not holding people accountable
 483 to what they should be held accountable to. If I were Mr. Glover I wouldn't know what to do, but
 484 probably just resign out of frustration I can't understand why he wants to continue to serve in this
 485 capacity. Fix this problem. The mess that two of you made on this by test bungling this, you
 486 bungled it, you made stupid mistakes, you made bad decisions either through being inept or
 487 having bad intentions, I have no way of ever knowing but you made bad mistakes. You have put
 488 a board member in an untenable situation. I would echo the many urgings that you've received to
 489 fix this in a way that's going to gain some confidence of your fellow board members and the
 490 communities that you serve. Thank you.

491 Mr. Glover thanked Mr. Goulet and Ms. Ludt. You said and if it is true that a formal complaint
 492 has since come forward, that's news to me. This whole thing, our whole policy has due process
 493 built into it for good reason, it is a pretty good policy, not super well organized like many of our
 494 policies. I've essentially submitted myself to this I haven't even claimed that it's not applicable
 495 even though it's not written for board members. This is an attempt to take a serious matter
 496 seriously but the attempt has failed. I have spent more than \$16,000 of my own money thinking
 497 from the very beginning that complaints had been filed against me under the threat of litigation
 498 from you in consultation with SAU council and only today for the first time did you share the
 499 council directly with the board members. Terrible. what we have discovered through our own Q
 500 and A, is that there is no formal complaint for our policy. As far as I know that is still true which
 501 is why I had to formally decline the investigation request for an investigation interview

502 eventually because we are at an impasse. My arguments had not been addressed through the
 503 lawyers; my arguments have not been addressed by you. So, I'm out of forums, now you are
 504 offering a third forum which is totally news, mediator, I don't even know what that means. The
 505 reason why I have not resigned my office is because it's more shameful to resign over this than to
 506 admit what happened publicly and be the cautionary tale and to give a sincere apology to the
 507 people in the room. I have been trying to do that since day one and you Superintendent know
 508 this, because my first email were to you about this. You know this Mr. O'Keefe because my first
 509 emails word to you about this, Mr. Gauthier knew this, Ms. Grund knew this. Why was Mr.
 510 Gauthier involved? Because Superintendent Steel made a mistake and included him in the email
 511 chain when he shouldn't have been. What was my response? No problem. It's better that all of
 512 our leadership know what's going on so that we can come to a sensible resolution with
 513 everybody involved from the very beginning. This was November 10th when these emails were
 514 dated and all of these emails or in the public record.

515 Now, the investigation is over the plan was from the very beginning per your letter of December
 516 1st of how this whole thing was going to go applying these policies was that the report was going
 517 to be issued which by the way because of a formal complaint should never even take receipt of it
 518 and now it's this mediation problem it's going to take months you are going to take the advice of
 519 counsel all of a sudden where did this come from. What are you doing? The process is changing
 520 now, really? Are the policies still the right ones or are those changed? I am beside myself; I have
 521 been comporting myself as professionally as I possibly can here before you bringing evidence
 522 that's in the record. This is in hopes that you would look at it, has anyone here even read this
 523 policy? Anybody here really know how important a Formal Complaint is and how low of a bar it
 524 is to file and how important it is if someone else is going to file one that they follow appropriate
 525 tests, so that there's some credibility in the decision-making process, respect and courtesy built
 526 into the policy language? I don't think so. Did anybody ask the attorney when you were here
 527 about how the heck did this get started? And how come we haven't been able to see the
 528 engagement letter that Mr. Glover has been asking for? Forever and still not produced because
 529 it's an attorney client privilege, nobody thought to ask well should it be a good idea for us to
 530 waive privilege on some of these so we can demonstrate that we have been in compliance with
 531 our decisions and our policies. Apparently not and that's very disappointing to me personally and
 532 I think it's a disservice to our communities and does nothing but engender further distrust
 533 Because your decisions are not reliable if this is the way you're behaving. Your policies are not
 534 reliable, if we in turn do not actually follow those then they are trash and they invite lawsuits and
 535 litigation and warrants not passing. This is the environment that you have created because you
 536 haven't shared it with anyone until today. Shame on this whole process

537 Ms. Clark noted that she has a comment.

538 Mr. O'Keefe commented that they cannot discuss the details and have to maintain a neutral
 539 stance.

540 Ms. Clark noted that what I am about to say has nothing to do with Mr. Glover and the
 541 circumstances around what has led us to this situation. I want to apologize in advance because
 542 this has hit a point of extreme stress for me, and I am going to explain why.

543 I know nothing of what occurred, I do not wish to know anything about what occurred because
 544 my understanding of my role was to act as somebody that was impartial and be able to make the
 545 most informed decision on behalf of this community. I was sexually assaulted the first time at 14.
 546 I followed due process and went through pure hell because it “wasn't that big of a deal”, “why
 547 did you make such a big deal out of it?” At 20, I was exposed to pornographic material at my
 548 place of work against my will, followed my processes, again, “you are a problem”, “you are
 549 making an issue out of something” and “you should not work here if you cannot handle the
 550 culture.”

551 This is not to say that this circumstance is representative of those experiences, but what I find
 552 necessary to say is I am not the only person who's had these experiences and has to sit and listen
 553 to these conversations and to see that we have engaged in these conversations as if it is not
 554 important to not just represent one individual's interest but both and to protect everyone
 555 involved. What I understand of reading Title IX policies, is that we are following those
 556 requirements. There are more individuals than just those that are making the most vocal
 557 comments, there are more individuals that have the potential for litigation then just the accused if
 558 they are not happy with the results. There is also the person who made the accusation that we do
 559 not follow these policies and due process as described by Title IX procedures, they have the
 560 opportunity for litigation, but that voice is not being heard.

561 So, what I think needs to be kept in mind is that we are hearing vocal comments on one
 562 perspective and while I am not part of this conversation and I have not had any personal
 563 experience and I do not mean this as a reflection of you as an individual and I want to make that
 564 clear because again I know nothing of what occurred and I do not imply any intent. What I'm
 565 saying is there are people physical here and there are people may be watching on zoom and
 566 reading these transcripts and seeing that they are not taken seriously and should they have
 567 concerns and experiences those will not be respected and they will be constantly questioned if
 568 they try to receive some kind of justice. I am not ok with participating in that quietly, so I just
 569 felt the need to say that, and I respect the process moving forward and I respect the process that
 570 has happened to date but I just I felt that I could not move forward without making that clear.

571 Mr. O'Keefe noted that there will be no Non-Public Session.

572 XIII. Meeting Adjourned

573 **Mr. Gauthier motioned to adjourn the meeting at 9:08PM. Mr. Grondstra seconded the**
 574 **motion. The vote was unanimous, motion passed.**

SAU #39 Board

Thursday, May 12th, 2022

Meeting Minutes- Not Approved

Attendees:

Administrative Team: Steven Chamberlin- Assistant Superintendent of Secondary Education, Christine Landwehrle- Assistant Superintendent of Elementary Education, Amy Facey- SAU #39 Business Administrator and Amina Fazlic- SAU #39 Director of Human Resources.

Amherst School Board: Chair- Tom Gauthier, Vice Chair- Victoria Parisi, Secretary- Jason White, Terri Behm, and Josh Conklin.

Mont Vernon Village School Board: Chair- Sarah Lawrence, Secretary- Kristen Clark, Jessica Hinckley, and George Torres.

Souhegan Cooperative School Board: Chair- Stephanie Grund, Vice Chair- Christie Peters, Secretary- Anna Goulet-Zimmerman, John Glover, Steven O'Keefe and Dan Veilleux.

Board Minutes: Danae A. Marotta

Public: None

I. Call to Order

Chair of the SAU #39 Board, Mr. Steven O'Keefe, called the meeting to order at 6:04PM.

II. Non- Public Session

Mr. Torres motioned to go into Non- Public Session RSA 91 A:3 II (a) at 6:05 PM. Ms. Grund seconded the motion. The vote was unanimous, motion passed.

Glover- Yes, Peters- Yes, Goulet-Zimmerman- Yes, Grund- Yes, Torres- Yes, Hinckley- Yes, Clark- Yes, Lawrence- Yes, O'Keefe- Yes, Gauthier- Yes, Conklin- Yes, Veilleux- Yes, White- Yes, Parisi- Yes.

Other persons present during nonpublic session: Steve Chamberlin, Christine Landwehrle , Amina Fazlic , Amy Facey

Description of matters discussed and final decisions made:

Discussion regarding the hiring of a business administrator for SAU39. There is and will be internal support from the part time business administrator and consulting superintendent. The Board desires for the search to be open and honest of the complexities of SAU39. The position listing is being reworked by SAU 39 staff to highlight strengths of the position as the listing goes back out to the public.

Ms. Clark motioned to leave nonpublic session and return to public session at 6:22PM. Ms. Goulet-Zimmerman seconded the motion. The vote was unanimous, motion passed.

34 III. Consent Agenda

35 Mr. O'Keefe noted that they will go through the Consent Agenda one by one.

36 There were no questions on items 1. Treasurer Report – March 2. Treasurer Report – April and 3.
37 Unanticipated Revenue – 05.16.2022.

38 Mr. Veilleux inquired about the Budget Transfers, 4. Budget Transfer Request – 04, 5. Budget
39 Transfer Request – 05, and 6. Budget Transfer Request – 06 he noted that there are no
40 explanations.

41 Ms. Goulet- Zimmerman pulled item #7 SAU #39 Draft Minutes and noted that she will email
42 changes.

43 Ms. Clark mentioned that she has a comment about the minutes as well.

44 Ms. Parisi pulled item #9 April Facilities Update.

45 Ms. Grund noted that she has a comment on #8 Enrollment Update.

46 Mr. O'Keefe asked Ms. Facey for information on items 4. Budget Transfer Request – 04, 5.
47 Budget Transfer Request – 05, 6. Budget Transfer Request – 06.

48 Ms. Facey explained that the first transfer was for a contractual obligation.

49 Mr. Veilleux asked for clarification.

50 Ms. Facey replied that it was in their contract that they are allowed to do professional
51 development.

52 Mr. Gauthier asked if it was larger than normally allocated.

53 SAU #39 Assistant Superintendent, Ms. Christine Landwehrle, explained that it was for
54 administration graduate course reimbursement.

55 Ms. Facey commented that she is not sure why it was not budgeted, at this point you will see
56 items that did not get put into the budget. This is the end of the year, and they need to cover these
57 things.

58 Mr. O'Keefe asked if they could add more information at the bottom. He went to the next budget
59 transfer.

60 Ms. Facey replied that they had an employee out and that was for additional support. She is
61 trying not to use names and can discuss more in non-public session.

62 Mr. Veilleux asked how they ended up with a surplus in the Superintendent's Office.

63 Mr. O'Keefe asked if they could discuss this in non-public session.

64 Ms. Facey replied yes. She noted that they can pull them all and then get more information for
65 the board.

66 Mr. O'Keefe went to item #7 SAU Draft Minutes 04 06 2022.

67 Ms. Clark mentioned that she wanted her comments added in.

68 Mr. O'Keefe asked for questions on item #8.

69 Ms. Grund noted that she wanted to track the where the 8th graders are going that are not going to
70 Souhegan.

71 Ms. Parisi commented that a lot of people are asking what they are doing in their facilities. These
72 reports from Facilities Director, Mr. Roger Preston, have been included in the separate board
73 meetings but they are included in here too. It shows the updates and improvements that are
74 happening in the districts.

75 Mr. O'Keefe went to item #10 Technology Update- May.

76 Mr. Glover added that he did not see the website rebuild. He would like an update.

77 Mr. O'Keefe replied that they can add it to the agenda.

78 Ms. Landwehrle added that they will have the website as of July 1st.

79 **Mr. Gauthier motioned to approve Consent agenda items 1. Treasurer Report – March 2.**
80 **Treasurer Report - April 3. Unanticipated Revenue – 05.16.2022, 8. Enrollment Update 9.**
81 **Facilities Update – April and 10. Technology Update – May. Ms. Grund seconded the**
82 **motion. The vote was unanimous, motion passed.**

83 I. Board Chair Updates

84 Amherst School Board Chair, Mr. Tom Gauthier, noted that they had a lengthy meeting this
85 month. The highlights are Unassigned Fund Balance, they discussed a behavioral plan outline,
86 we approved a preschool tuition increase of \$100 for this year, (they will reevaluate again in two
87 years for a potential \$100 increase), they are having conversations around facilities-prioritizing
88 the elementary school, but first and foremost working with JFAC, Souhegan and Mont Vernon
89 so that it is a district wide plan. They want to make this as comprehensive as they can so that
90 they can have a master plan for the entire district, not just ASD.

91 The Board thanked Mr. Gauthier.

92 Mont Vernon School Board Chair, Ms. Sarah Lawrence, commented that the MVSB met on May
93 5th. We had a wonderful discussion about board goals including a communication plan, a
94 nutrition services update, a projected UFB update, and a presentation from second and third
95 grade teachers and students.

96 The Board thanked Ms. Lawrence.

97 Chair of the Souhegan Cooperative School District, Ms. Stephanie Grund, mentioned that they
98 just had their meeting on Tuesday. We split our agenda into two separate meetings because it
99 was becoming very large. We had our public hearing, audit presentation, and a presentation on
100 the Mentoring Program at SHS. We also had a JFAC discussion very similar to Amherst's in that

101 they want to make sure that they look at all of the districts. Community Council passed a change
 102 in their bylaws for community members of Community Council. They are now selecting their
 103 community members in the spring rather than the fall. There are going to be two-year positions
 104 instead of one-year positions. Tonight, there are the junior book awards. They did have the vote
 105 for faculty and staff for a union and that did not pass. Project Graduation and Graduation is
 106 coming up. They have another meeting on Thursday, May 19th at 6:00PM. There was a culture
 107 and climate survey done and had good participation. There will be a report on that in the future.

108 The board thanked Ms. Grund.

109 Mr. O'Keefe added that they will make sure that the SAU board meeting is after all of the
 110 individual board meetings. They have also moved the 4 Chairs Meeting.

111 II. Superintendent Transition Plan

112 Mr. Steven Chamberlin, Assistant Superintendent, noted that it is a unique transition as he has
 113 been on site for since the beginning of the year. He is feeling comfortable with relationships with
 114 colleagues and how things work. He is looking for feedback and wants to learn as much as
 115 possible from Superintendent Steel. He is gracious with his time. He has started doing family
 116 exit interviews with tuitioned families leaving the district. He has spent a lot of time at the
 117 schools, has meetings lined up and he does not feel interim. It is about integrating into the
 118 community and understanding the priorities.

119 Mr. Gauthier inquired about the project course and timeline for Superintendent Steel so that they
 120 can get the full benefit of his consulting.

121 Mr. Chamberlin replied that he feels confident about Superintendent Steel's accessibility and
 122 support. He is making valuable use of his time.

123 Mr. Gauthier asked if they have a project list.

124 Mr. Chamberlin replied that he wants to look closely at how he evaluates and directs evaluations.
 125 Mr. Steel's dedication to the safety, policies and procedures is incredible.

126 Ms. Parisi noted that she was pleased to see weekly communication with the community.

127 Mr. Glover inquired about the framework document.

128 Mr. Chamberlin replied that there are two other components, how is his current position of
 129 Assistant Superintendent going to look like going forward.

130 Ms. Goulet- Zimmerman commented that they should be doing exit interviews with everyone.

131 Mr. Chamberlin responded that she is correct and that he is doing exit interviews with staff and
 132 faculty.

133 Ms. Goulet- Zimmerman commented that she wants to make sure that they are getting feedback
 134 and then sharing that with the boards.

135 Mr. Chamberlin replied yes, he has done 5 or 6 exit interviews and is thankful for the
136 conversations.

137 Ms. Goulet- Zimmerman asked if he believes that they are being candid.

138 Mr. Chamberlin replied yes.

139 Ms. Grund encouraged Mr. Chamberlin to leverage the administration in the schools.

140 Mr. O'Keefe inquired if they could approve the framework of the transition plan with update in
141 the June.

142 Mr. Chamberlin replied yes.

143 Mr. Glover noted that activities could be modified and added, timelines could be shifted. The
144 notion of schedule and framework is what they are in support of.

145 Mr. O'Keefe commented that, for example, updating life safety protocols are in the interim
146 superintendent's scope and authority. The spirit of the agreement in which it was constructed is
147 to make sure that we are taking advantage of Mr. Steel's skill set for as long as his contract
148 permits.

149 Mr. Glover mentioned that there are some lines in here that are very future looking. He
150 understands that it is a working document and wants to give Mr. Chamberlin the flexibility and
151 space to hone this. He does have questions about that role.

152 **Ms. Parisi motioned to approve the framework of the agreement to satisfy the spirit of the**
153 **agreement and look for an update in June. Mr. Veilleux seconded the motion. There was no**
154 **discussion. The vote was unanimous, motion passed.**

155 III. Lunch Program

156 Mr. O'Keefe discussed that parents in the community received an email with regards to the
157 federal support of our lunch program and how it is being terminated. He requested that this be a
158 part of the agenda so that they are being included in the conversation. Second, to see if there is
159 anything needed from a direction standpoint that we would like our leadership to reach out to
160 formal delegation so that they can support continuing. He asked Ms. Facey to pull up some
161 statistics and how that has benefitted their students.

162 Ms. Facey responded that she has partial information. Ms. Gendreau has had a challenging week
163 as there are staff that are out in Amherst and then an urgency in Mont Vernon. Ms. Gendreau
164 has reached out to Representative Kuster for the extended waiver, and our State Senator. She has
165 made that effort on their behalf.

166 Ms. Gendreau was able to pull up statistics for FY 20, 21 and 22. Mont Vernon's lunch
167 participation has gone from 25%, to 35% to 55%. Amherst went from 29% to 43% to 60%, and
168 Souhegan from 20% to 30% to 38%. Free and Reduced lunch applications are not high in any of
169 the districts. Certainly, a large number of our students are benefitting from the free lunches that
170 are being served.

171 Ms. Facey remarked that in Amherst they are projecting a large surplus of \$160-170k, Mont
 172 Vernon is in the \$3k range, they will break even and Souhegan was projected to have a have a
 173 budget transfer of over \$41k and they are at about \$9k right now and are expecting \$5k.

174 Mr. O'Keefe asked for questions.

175 Ms. Grund noted that she knows that the email went out for parents to fill out the free and
 176 reduced lunch application but if she could add the criteria that would help.

177 Ms. Goulet- Zimmerman added that she believes that there is a link from the state that Ms.
 178 Gendreau can send.

179 Ms. Clark commented it brings equity throughout the district

180 Mr. White added that it is a benefit to the community as they can receive Title I funds.

181 Mr. Gauthier inquired if it was going to be based off of the number of students that are accepted
 182 into the program.

183 Mr. White mentioned that he does not know the exact metrics. If everyone fills it out, we have a
 184 better chance.

185 Mr. Gauthier noted that we are working on a limited eligibility factor here in Amherst. He
 186 referenced the state website.

187 Ms. Parisi added that they are trying to take away from that stigma of applying for free and
 188 reduced lunch so that any families that are on that margin can receive services. At the same time,
 189 there are many affluent, as a district it is important to word that carefully so that they are
 190 sensitive to all students in the district.

191 Mr. Torres remarked that it goes beyond the financial aspect.

192 Mr. O'Keefe asked if there was board consensus for SAU leadership to write a letter to the
 193 delegation in support of continuing the program. He noted that we can send it from the board.

194 Ms. Facey added that Ms. Gendreau has done that.

195 Mr. O'Keefe noted that the three district chairs can co-sign.

196 **Ms. Parisi motioned to appoint the SAU leadership to draft a letter to federal delegation in**
 197 **support of the lunch program. Ms. Hinckley seconded the motion. The vote was**
 198 **unanimous, motion passed.**

199 IV. Superintendent Search

200 Mr. O'Keefe noted that SAU #39 Director of Human Resources, Ms. Amina Fazlic, noted that
 201 she is here to get feedback from the board. She has reached out to her colleagues in other HR
 202 departments for who they used in their school districts, for example Manchester and Merrimack
 203 School Districts have used McPherson and Jacobson. She is happy to reach out to other
 204 companies to get a quote.

205 Mr. O'Keefe added that he was hoping that they can get two people from each board to figure
 206 out a game plan for the district and then bring it back to the June meeting. From there they can
 207 have a vision, they would be reviewing the pros and cons of each and have the three boards have
 208 say. This is the committee that would formulate the process.

209 Ms. Amina asked if it would involve with teachers and community members.

210 Mr. O'Keefe replied not yet, this board is responsible for hiring. This is preliminary to frame the
 211 process.

212 **Mr. Gauthier motioned to start the Superintendent Search Process Committee to formulate**
 213 **the process on how they will find a new superintendent. Ms. Peters seconded the motion.**
 214 **No Discussion. The vote was unanimous.**

215 Mr. O'Keefe asked for members from the boards.

216 Mr. Conklin and Ms. Parisi from Amherst, Ms. Hinckley and Ms. Clark from Mont Vernon, and
 217 for Souhegan, Ms. Goulet- Zimmerman and Mr. Veilleux have volunteered.

218 The Board thanked Ms. Fazlic.

219 V. Budget Process

220 Mr. O'Keefe noted that they want to figure out what to do for a SAU budget process. He
 221 explained the process as it is.

222 Ms. Facey added that they are doing it properly, but it was challenging to get participation from
 223 the community.

224 Mr. O'Keefe remarked that he would like to craft what that actually should look like now. The
 225 community wants more transparency, and dialogue in the process. He would like to create a
 226 subcommittee that can craft what this process will actually look like where then we can adopt it,
 227 formulate that into a policy for the Policy Committee and move that so that is natural practice
 228 and amend it as time goes on.

229 **Ms. Peters motioned create a committee to create the SAU 39 budget process and work**
 230 **with Business Administrator. Mr. Gauthier seconded the motion.**

231 Mr. O'Keefe asked for discussion.

232 Ms. Parisi gave her support for the deeper dive and greater transparency.

233 Mr. Glover asked what was the problem that they are trying to solve.

234 Mr. O'Keefe replied that they were not following any process for the past 5 years. It was piece
 235 meal. A community member brought this document saying that it should be done a certain way.

236 Ms. Facey responded that it should be structured as the Ways and Means, where there is one
 237 representative from each of the district's budget committees. There is also supposed to be 3
 238 community members, I do not know if they are supposed to be appointed through the SAU board

239 or the individual districts. I know communication was sent out to recruit community members
 240 and one came forward this year and one last year. The process was similar to the budget process
 241 of the school districts. I do agree that relooking at that because there seems to be a sentiment that
 242 the SAU budget was not thoroughly vetted. It was vetted in a similar manner as the other
 243 districts. Having a task force or committee seems to be a great idea.

244 Mr. O'Keefe commented that there was a perception that there needs to be more transparency.

245 Mr. Veilleux mentioned that RSA 194:c allows for the SAU budget as a separate warrant article.

246 Ms. Facey added that for us to consider that the apportionment probably would not change. It
 247 would not necessarily help the proposed budgets but allow for transparency.

248 Mr. Glover remarked that there are fundamental flaws, the problem is that at the end of the day
 249 no one but us has a say. We can form the committee, but he does not know what the goal is. It is
 250 hard to hear the concept and then make a decision on whether that is the right decision is to
 251 make.

252 Ms. Grund added that this is for the procedure that they want to put into place.

253 Ms. Peters asked for clarification.

254 Mr. O'Keefe responded that the idea for the motion on the floor is to craft a committee to design
 255 what the budgetary process is going forward.

256 Ms. Lawrence questioned if this would make more sense to send this to the Policy Committee
 257 first, to review what is actually there. That is what the Policy Committee does with standing
 258 policy. Instead of forming a new committee use the process that is already in place and then if
 259 action needs to be taken, the Policy Committee members can say that they think this needs to
 260 happen going forward.

261 Ms. Facey added that they are following the process that has been in place since she was on the
 262 board. The problem is the participation and certainly that can be improved upon.

263 Mr. Veilleux added that what he has heard the Policy Committee is overwhelmed with a lot of
 264 policies under review.

265 Ms. Lawrence replied they are doing well.

266 Mr. Conklin commented that he would start in the broader sense, asking questions such as, do
 267 they want a policy? and is it just the process? before it gets handed to the Policy Committee. He
 268 added that he would be happy to work on it.

269 Ms. Goulet- Zimmerman commented that she agrees and believes that it is a good idea.

270 **The vote was unanimous. Motion passed.**

271 Mr. Gauthier, Mr. Torres, Ms. Grund and Ms. Christine Landwehrle have volunteered to serve
 272 on that committee.

273 VI. Public Comment

274 No Public Comment

275 VII. Meeting Adjourned

276 **Mr. Torres motioned to adjourn the meeting at 7:33 PM. Ms. Hinckley seconded the**
277 **motion. The vote was unanimous, motion passed.**

278

Draft

Consent Item #6

SAU #39 Board

Monday, May 16th, 2022

Meeting Minutes- Not Approved

Attendees:

Administrative Team: Adam Steel- Superintendent, Steven Chamberlin- Assistant Superintendent of Secondary Education, Amy Facey- SAU #39 Business Administrator, John Schuttinger- Assistant Principal AMS, and Kelli Braley- SHS Athletic Director.

Amherst School Board: Chair- Tom Gauthier, Vice Chair- Victoria Parisi, Secretary- Jason White, Josh Conklin and Terri Behm.

Mont Vernon Village School Board: Chair- Sarah Lawrence, Secretary- Kristen Clark, and Peter Eckhoff.

Souhegan Cooperative School Board: Chair- Stephanie Grund, Vice Chair- Christie Peters, Secretary- Anna Goulet-Zimmerman, John Glover, Pim Grondstra, Steven O'Keefe and Dan Veilleux.

Board Minutes: Danae A. Marotta

Public: Julie Smiley, Amherst NH, Wendy Dupuy, Amherst NH, Shannon Gascoyne, 5 Parker Farm Lane, Amherst NH, and Kelly Schmidt, Amherst NH.

I. Public Hearing

Ms. Parisi motioned to open the Public Hearing at 5:45PM. Ms. Grund seconded the motion. The vote was unanimous, motion passed.

SAU #39 Business Administrator, Ms. Amy Facey, noted that she has two items for tonight. First, is unanticipated revenue for FY22 for the return of surplus funds from Healthtrust for medical and dental premiums. The second is unanticipated revenue for FY23 for a buyback of copiers in the SAU.

As best practice going forward, we will be looking to have public hearings to accept all unanticipated revenue that was not budgeted. This is important because the district is not able to spend more than what was legally appropriated even if there is offsetting revenue. To avoid potentially spending over the approved appropriations, grants and other unanticipated revenue should be accepted at a public hearing. Once approved to accept and expend the revenue, the budget may be amended so that the revenue appropriations may be increased, and this public hearing is the first step to move towards that best practice.

On November 23, 2021, SAU #39 received a return of FY21 surplus funds for the Amherst School District, Souhegan Cooperative School District, Mont Vernon School District, and SAU #39. These funds include allocations for the return of medical and dental premiums. The SAU Office determined the allocation by district as well as the proportionate share by employee and employer. As such, SAU #39 has recognized unanticipated revenue in the amount of \$26,364.81.

37 This Public Hearing is to authorize the SAU #39 Board to accept this revenue. Should the board
 38 approve to accept this revenue, we will isolate the funds in their own account so that they can be
 39 tracked easily.

40 Over this past year it has become evident that many of the copiers in the school districts and
 41 SAU are at or nearing end of life. After a comprehensive review of quotes from three vendors by
 42 the Finance Director, Director of Technology, and Business Administrator, the proposal from
 43 Budget Document Technologies was determined to be the most competitive. Budget Document
 44 Technologies proposes replacing 20 district copiers with new Konica Minolta leases and 4
 45 copiers will remain in service due to being newly purchased. This proposal also includes the
 46 PaperCut Solution to track and manage printing as a mechanism to reduce waste. In addition,
 47 Budget Document Technologies will buy back the old copiers for a total of \$28,000, of which
 48 \$2,800 is for SAU #39 copiers. This Public Hearing is to authorize the SAU #39 Board to accept
 49 this revenue. These funds will be used to reduce costs associated with copier equipment during
 50 the FY23 school year.

51 After FY 23, we would be we would estimate for the potential for an increase in the cost.
 52 Papercut solutions will encourage efficiencies which should realize savings. To buy a copier
 53 outright would cost between \$11k-12k.

54 She noted that she will take any questions from the public. There were no questions.

55 **Ms. Parisi motioned to close the Public Hearing at 5:50PM. Ms. Grund seconded the**
 56 **motion. The vote was unanimous, motion passed.**

57 Mr. O'Keefe opened it up for board questions.

58 Ms. Grund asked about the cost for the SAU. She is trying to understand why the lease is more
 59 affordable.

60 Ms. Facey replied that is just for one copier.

61 Ms. Grund asked if it was a similar cost for the SAU.

62 Ms. Facey added that they have 20 copiers that are nearing or end of life. If you were to replace
 63 that many copiers it would be a huge capital expense. In addition, they have the revenue that is
 64 being applied to FY 23 and then you have the 4 years with the increased amount.

65 Ms. Grund asked how many copiers they are replacing at the SAU.

66 Ms. Facey replied 2.

67 Mr. Glover noted that he appreciated all of the work that went into this. He noted that this is
 68 unbudgeted new spending and that is where he is getting hung up.

69 Ms. Facey replied that it was not unbudgeted spending. This is replacing what we are spending
 70 now. In addition, they have a \$28k buyback, that will offset an increase in costs. For budgeting
 71 purposes for next year, they are fine. FY 24, they need to look at the increased cost as far as
 72 budget increase. You are replacing 20 copiers that are in great disrepair or need to be replaced,

73 they have been around for a long period of time. Next year, we will most likely have a savings.
 74 That is the whole point of the public hearing so that they can accept the revenues to apply it to
 75 the costs.

76 Mr. Glover commented that it sounds reasonable. It would have been good to see this during
 77 budget season and get this on a schedule.

78 Ms. Facey added that the process was a big undertaking. It has been a long time that any business
 79 administrator took a look at the copiers.

80 Mr. Veilleux asked about the amount of \$46k.

81 Ms. Facey replied that it is approximate cost for the copiers across all three districts and the
 82 SAU.

83 Mr. Veilleux asked if that was with paper and toner.

84 Ms. Facey replied yes, that is what it is costing them now.

85 Mr. Eckhoff asked if we are going to have a built-in replacement schedule.

86 Ms. Facey replied yes, she would recommend that. They have not gotten to the point of drafting
 87 the contract, it was a real problem across all of the districts.

88 Mr. O'Keefe asked if there were any other questions.

89 **Mr. Eckhoff to accept and expend \$26,364.81 from the return of surplus from HealthTrust.**
 90 **These funds shall be accepted into the General Fund for FY22. Mr. Gauthier seconded the**
 91 **motion.**

92 **Mr. O'Keefe asked for discussion. There was no discussion.**

93 **The vote was unanimous, motion passed.**

94 **Mr. Eckhoff motioned to accept and expend \$2,800 from the sale of existing copier**
 95 **equipment. These funds shall be accepted into the General Fund for FY23. Mr. Gauthier**
 96 **seconded the motion.**

97 **Mr. O'Keefe asked for discussion. There was no discussion.**

98 **The vote was unanimous, motion passed.**

99 II. Call to Order

100 **Chairman O'Keefe called the SAU #39 Board meeting to order at 5:58 PM**

101 III. Public Comment

102 Ms. Julie Smiley, Amherst NH, encouraged the board to keep the start times as they are. There is
 103 a whole host of data showing the research for kids she would like to see the board give the start
 104 times a chance in a more normal year.

105 Ms. Wendy Dupuy, Amherst NH, noted that the start times worked well for her family and
106 would like them to remain as they are.

107 The Board thanked Ms. Smiley and Ms. Dupuy.

108 IV. Consent Agenda

109 Mr. O'Keefe added that they can go into non-public to discuss more details.

110 **Mr. Gauthier motioned to accept consent agenda items. 1. Budget Transfer Request – 04,**
111 **2. Budget Transfer Request – 05, and 3. Budget Transfer Request – 06. Mr. White**
112 **seconded the motion. The vote was unanimous, motion passed.**

113 V. Teacher Effectiveness Presentation

114 Assistant Superintendent, Mr. Steven Chamberlin, started his presentation by stating that
115 significant work was done starting in 2014 about developing and implementing Teacher Leader
116 Effectiveness work. His hope is to build on that continued work that this is an area where they
117 want to be consistent in the SAU. They had some brief discussions, and Superintendent Steel
118 asked him to take a look at this in the beginning of the year. This year they limited the time that
119 they took teachers out of the classroom. There are summer priorities, and they can focus on it.
120 There are some things that they would like to take a look at:

- 121 • A review of the current observation timeline
- 122 • Consideration of a tiered approach to educator effectiveness
- 123 • A review of para educator evaluation tools and processes
- 124 • Developing procedures for the implementation of improvement/growth plans
- 125 • Consideration of peer observations in the educator effectiveness process
- 126 • Consideration of self-reflection in the educator effectiveness process.
- 127 • Summative evaluation process

128 Ms. Grund asked Mr. Chamberlin to describe the role of domain leader as it relates to this
129 process.

130 Mr. Chamberlin replied that the domain leader currently is a level of support. The plan that was
131 reviewed by Principal Berry, Dean of Faculty, Ms. Curran and Superintendent Steel is that they
132 are supporting the evaluation process of teachers in the probationary, consultative and
133 collaborative stage. The emphasis is on relationships and trust. When we get into directive, it is
134 serious. That we really think is a Principal, Dean of Faculty action. It is the art on how you move
135 people. Superintendent Steel hired me to move people, hopefully I move them through, visibility,
136 credibility, competence, insight, trust.

137 Ms. Lawrence asked if there was room in this model for students and the parents be part of the
138 evaluation process.

139 Mr. Chamberlin replied that it is up for consideration, they will bring it to the committee.

- 140 Ms. Goulet- Zimmerman asked would they be doing the reviews for those probationary,
141 consultative, or collaborative or will they just be involved in their reviews but there is someone
142 else doing the reviews at the high school.
- 143 Mr. Chamberlin explained that the requirements are so important. He further explained that when
144 it gets to the level that it requires more direct support it moves to the Dean of Faculty as far as
145 the first level of data collection, yes, because the requirements are so important.
- 146 Ms. Goulet- Zimmerman inquired if the teachers realize there is a whole group of people
147 involved other than just the domain leaders.
- 148 Mr. Chamberlin replied that this year there were 7 or 8 different people including me. I don't
149 believe there was anyone only observed by a domain leader, if I am wrong that is a rare
150 exception.
- 151 Ms. Goulet- Zimmerman inquired when they were last reviewed.
- 152 Mr. Chamberlin replied that they were in a room with teachers a lot had mentioned that they
153 were never reviewed in 20 years.
- 154 Mr. Conklin asked how we support teachers with peer observation work.
- 155 Mr. Chamberlin replied that there is a wide variety of planning time throughout the SAU. We
156 want every class to be extraordinary and planning time has something to do with it.
- 157 Ms. Parisi asked if he was thinking of how to make the planning time most effective.
- 158 Mr. Chamberlin replied yes, he had discussions with Assistant Superintendent, Ms. Christine
159 Landwehrle. and one of the priorities is planning time.
- 160 Ms. Clark commented that she agrees with the quality over quantity for summative reports. She
161 inquired if they looked at tools you have towards the growth cultural shift.
- 162 Mr. Chamberlin responded that at the secondary schools we have worked on implementing
163 growth plans. He understands what the current culture and has been privileged to have open and
164 frank conversations with teachers. They are working to support teacher improvement.
- 165 Ms. Clark commented that our community wants transparency from us as well as teachers.
- 166 Mr. Chamberlin mentioned that there is a lot of discussion over using the growth mindset. Let's
167 talk about growth and how we can get there. Deliberate and purposeful, they are devoted to
168 continual improvement.
- 169 Ms. Grund thanked Mr. Chamberlin for taking the lead on this, it has been needed for a while
170 and she gives her full support.
- 171 Mr. Glover added that a lot of this at the Souhegan level is going back to their roots. For people
172 that have been here a long time it might sound familiar.
- 173 Mr. O'Keefe asked for a motion on the board.

Mr. White motioned to support continuing Educator Effectiveness as an SAU-wide initiative and a priority for the 2022-2023 school year. Ms. Parisi seconded the motion.

Mr. O’Keefe asked for discussion.

Mr. Conklin asked if there was anything else that they needed to continue their work.

Mr. Chamberlin replied no that they have their board representatives with Ms. Peters and Ms. Parisi.

The vote is unanimous, motion passed.

VI. School Start Times Discussion

Superintendent, Mr. Adam Steel, commented that school start times is a topic of conversation that has been around for a number of years. As everyone knows, we changed our school start times for this school year and this board asked for a recommendation for the next school year.

Our recommendation is that we maintain the current school start and end times for a couple of reasons and a couple of caveats. First, and most importantly, May and June is not enough lead time for many parents for the following year. Second, we do believe that there needs to be more study on the school start and end times. The challenge would be if through that study that we determined that there is a better model for the start and end times. What that means for our parents, students and staff is that we had a set of start and end times, we switched to a different start and end time, went back to an original set of start and end times, and then moved to a third set, so 4 changes in a row. While we think there needs to be more study, we don’t want to move back to our original start and end times while looking at potential other options. The third reason is that they know that they can do better in two areas and those areas are athletics and transportation.

We have our two athletic representatives here tonight, Ms. Keli Braley our Athletic Director from Souhegan and AMS Assistant Principal, Mr. John Schuttinger. They are here to answer questions and add to the discussion if we have them about athletics. We know that we can do better in our scheduling of athletics. What you may not know is that most of our athletic events are scheduled often two years in advance. Ms. Braley at the high school made changes that she could put in place for this current year and there are better things to come for next year. The same thing for AMS and the Tri-County League, that athletics isn’t the disruption for students that it has been.

We are also looking at our high school schedule in particular, where a lot of science labs are happening in the afternoon. They can potentially ameliorate and make sure that students aren’t always missing science to go to their events. With bus transportation, they have limited options about what we can do to improve that. We know that we can continue to do better with our bus routes. We know that little kids take more time getting on and off busses than older kids and that is one of the reasons why the bus routes have been so challenging. The biggest issue has really been around staffing of the bus routes.

211 For all of those reasons it is our recommendation that we maintain the current start and end
212 times. We were going to recommend a committee that looks to study this issue and then make
213 recommendations. Thankfully, Mr. Chamberlin noted that they need to go through the process
214 and look at what we can do to improve the things that we have control over, transportation,
215 athletics and high school schedule and then circle back and make a recommendation if we need
216 to make changes down the road.

217 Mr. O'Keefe asked for questions.

218 Mr. Gauthier inquired what is the third option.

219 Mr. Steel responded that he is not sure that there is one. They looked at this for 4 years but the
220 thing that was universally supported, except for the fact that you had to almost double your bus
221 fleet, was having a single start and end time. For that reason, we are doing the best we can to the
222 current model.

223 Ms. Grund mentioned that when they made the start time change, they do not have the
224 educational time. Two thirds of the teachers were not in support, it has hurt them tremendously.

225 Mr. Steel replied that they did put 5 days back into their schedule.

226 Mr. O'Keefe asked Ms. Braley about what steps she is taking.

227 Ms. Braley mentioned that next year starts a new cycle. Next year's schedule will be the
228 schedule for two years with home and away flipped. The best thing she can do is push all of our
229 start times to 4:30. There are caveats with that. The main one being the number of times that sub-
230 varsity level teams will lose primarily in the fall. If you are not starting a varsity game until 4:30,
231 which has to start first, your JV games aren't going to happen. This will limit opportunities for
232 kids and then will have an impact on our programs as a whole down the road. 4:30 is what they
233 will do, maybe they can start the games a bit earlier, but the most accessible is 4:30. This will
234 rely on transportation. Other options could include situations where they can play a JV game first
235 followed by a varsity game.

236 Mr. Gauthier noted that is for the fall sports.

237 Ms. Braley replied correct. She noted that basketball is not set for next year. They shortened the
238 season but did not take away games.

239 Mr. O'Keefe asked about getting rental lights.

240 Ms. Braley replied that it is the away games that it is the issue. The first question would be who
241 is paying for that.

242 Mr. O'Keefe noted that when they set the schedule, they can have those conversations.

243 Ms. Braley added that those conversations aren't happening at the moment, but she is happy to
244 have them.

245 Ms. Goulet- Zimmerman mentioned that these are meets with multiple schools. She inquired if it
246 is a problem getting them to shift.

247 Ms. Braley replied that it depends on the school. It is easy because we have lights here, with
 248 cross country they can release in heats. The general rule is that it is the home school gets to set
 249 the time. If they can change it great, or else they can find someone that can accommodate them.

250 Ms. Goulet- Zimmerman commented that there are a lot of things that make sense. She asked if
 251 the busses are full.

252 Mr. Steel replied no that is not the issue with busses.

253 Ms. Goulet- Zimmerman inquired if it was because they did not want the older students with the
 254 younger students on the busses.

255 Mr. Steel replied no that is not the issue either. It is how long it takes to get from one end of our
 256 town to the other twice.

257 Ms. Goulet- Zimmerman commented that why cannot start all schools at the same time.

258 Mr. Steel replied that it would be a two thirds addition of the number of buses based on ridership.
 259 That was pre-covid and there are different parents that are driving their students to school. There
 260 are factors that have changed when they did that analysis.

261 Ms. Goulet- Zimmerman mentioned that she is concerned with the missed school time.

262 Ms. Parisi commented that she commends leadership for coming to them and looking for ways to
 263 make it work. It goes to relying on the administration to run the day-to-day operations.

264 Mr. Eckhoff gave his support for sports. He inquired how many games they can push to the
 265 weekend. He asked if they could block the days so that they can rotate the days that are missed.

266 Ms. Braley replied that that she has done a lot of research and Saturdays have been a look. The
 267 one day off a week she likes the thought of

268 Mr. White thanked the administration for all the work on this topic. It is important to see the
 269 broader picture.

270 Ms. Braley noted that if the school start times change, she can call and adjust the time of an
 271 event. She is in support of whatever is best for kids.

272 Mr. White remarked that he would like to see if their ridership has changed permanently.

273 Ms. Behm commented that this is a difficult issue, with times and transportation. She asked Mr.
 274 Schuttinger if AMS could work more closely with SHS. They can learn best practices from each
 275 other and there are a lot of positives that have not been mentioned.

276 Mr. Veilleux commented that there are serious consequences to missing school. It is important to
 277 figure out.

278 Ms. Braley added that they need to be willing to explore other rinks.

279 Mr. Gauthier commented that they are doing this recommendation now and suggested that
 280 they do this in February. He asked about other towns.

- 281 Mr. Steel responded that he has not seen any other towns change their times.
- 282 Mr. Gauthier noted that it has to be something scientific that they can use for metrics.
- 283 Mr. Steel suggested that they survey their staff, parents and students again. Parents are most
284 engaged in the fall. You will know by then if there is a significant change. The most important
285 metric is how the community feels.
- 286 Mr. Gauthier asked if it is test scores, that will be the metric.
- 287 Ms. Goulet- Zimmerman remarked that she would like to see the survey broken down by staff.
- 288 Mr. Steel noted that he read every commented and they are a wide range of reasons.
- 289 Mr. O’Keefe asked if they are going to survey in October, one thing that they committed to was
290 to stay in constant contact with the community. They should be surveying in October, December
291 and February as well, so they can see if there is a pattern. That is what they can then formulate.
292 In Mont Vernon, the busses drop students off for 30 minutes in the gym with no instructional
293 time. It is something they can understand between now and next February.
- 294 Mr. Schuttinger noted that he does appreciate the families for doing the carpooling with the
295 athletic competitions.
- 296 Ms. Clark remarked that there are more objective data points that we can pull from in addition to
297 test scoring.
- 298 Mr. Steel added that Ms. Braley has adjusted times, very rarely, for 7:00am.
- 299 Ms. Braley responded that when you can get ice time from the rinks is a challenge. That was the
300 only team that did it and it was only out of necessity.
- 301 Ms. Grund when they do the survey, they need to make sure that they listen to the teachers.
- 302 Mr. Glover noted that he agrees with Mr. Gauthier about the metrics. It is important to remind
303 everyone it was important not to schedule activities on later start days.
- 304 Ms. Braley added that they do not start practices until 3:45 so that students can do both.
- 305 Mr. Glover suggested that they take that time, 30 minutes, back to the classroom. Some of the
306 feedback was that they did not have enough instructional time.
- 307 Mr. O’Keefe asked for other comments. There were no other comments.
- 308 The board thanked Ms. Braley and Mr. Schuttinger.
- 309 VII. Public Comment II of II
- 310 Ms. Shannon Gascoyne, 5 Parker Farm Lane, Amherst NH, commented that yes, it is important
311 to hear from teachers and families. You need more time; it is probably a two-year timeframe.
- 312 The board thanked Ms. Gascoyne.

313 Mr. O’Keefe noted that there is no motion.

314 Mr. Gauthier asked if it was a recommendation.

315 **Ms. Parisi motioned to support the current start time as currently set. Ms. Clark seconded**
 316 **the motion. Mr. Gauthier opposed; Mr. Veilleux abstained. The motion passed.**

317 Mr. Veilleux asked for the survey times to be included in the minutes.

318 Mr. O’Keefe replied that they are going to do the data presentation in September, survey in
 319 October, again in December and February and then discussion in February.

320 Mr. Eckhoff asked if they need people to look at the existing survey.

321 Mr. Steel noted that it would be his recommendation.

322 Mr. Gauthier added that if they review in September that gives them time to set the schedule.

323 Ms. Clark recommended having a group collaboration.

324 VIII. Joint Facilities Advisory Committee

325 Ms. Parisi noted that at the ASB and the SCSB they have all discussed moving forward with a
 326 joint committee to look at our Amherst facilities. She has not touched base with Mont Vernon.
 327 That being said, she is not sure what has come out of those meetings that would make her believe
 328 that they needed a large discussion right now other than are they ready to move forward with
 329 JFAC. She is happy to open it up for conversation and any questions. Again, from her
 330 perspective we are waiting for people to give the ok to let community members know that they
 331 can start to participate.

332 Mr. O’Keefe thanked Ms. Parisi and Ms. Gascoyne for all of their work. He added that they did a
 333 presentation at the last meeting that had a motion.

334 Superintendent Steel displayed the motion that was presented.

335 Ms. Grund asked for clarification if Mont Vernon was included in JFAC.

336 Ms. Parisi replied that Ms. Lawrence is the JFAC liaison.

337 Ms. Grund emphasized that it would be important for Souhegan to understand all of the different
 338 building projects going on in Mont Vernon. It could affect their tax rate as well.

339 Mr. Conklin added that the work of JFAC is vital to help us communication facilities projects so
 340 that the board can continue other work.

341 Ms. Parisi mentioned that Mr. Roger Preston, SAU #39 Facilities Director, part of his belief in
 342 using a building and grounds committee would be looking at where they are now and in the
 343 future. They place value in their facilities as a district, and a group of boards, and shows our
 344 commitment to that.

345 **Mr. O’Keefe motioned to have the SAU #39 board reauthorize the Joint Facilities Advisory**
 346 **Committee and request they:**

347 **● Provide affirmation/verification of the prioritization of projects, changes to the scope of**
 348 **major capital improvement projects, and long-range facilities plans of the Amherst School**
 349 **Board, Mont Vernon School Board, and Souhegan Cooperative School Board.**

350 **● Provide a medium for the dissemination of facilities information, reports and materials**
 351 **to the community relative to SAU39 and its long-range facilities plans.**

352 **● Collaborate with the SAU 39 Director of Facilities to support and provide consultation**
 353 **and guidance to the SAU 39 Board and individual boards on matters relating to minor and**
 354 **major capital improvement projects. Perform other review and recommendation functions**
 355 **as directed by the Boards. Mr. Gauthier seconded the motion.**

356 Mr. O’Keefe asked for discussion.

357 Mr. Glover motioned to amend the language and replace the word “board” in the first bullet to
 358 the word “district”. It is really the plans of the district rather than the boards in terms of long-
 359 term strategy. He suggested that they use SAU facilities as an express piece of that, to the extent
 360 if the Brick School needs anything.

361 Superintendent Steel replied that it is indirectly used because it is owned by the Amherst School
 362 District.

363 **Mr. Glover motioned to amend the language and replace the word “board” in the first**
 364 **bullet to the word “district”. Ms. Grund seconded the motion.**

365 Mr. O’Keefe asked for questions.

366 Ms. Clark asked if that wording would then mean that they would need to ask for prior
 367 authorization for budgetary projects

368 Mr. Steel replied no.

369 Ms. Gascoyne added that any recommendation that JFAC would bring would have to be
 370 discussed and ratified by the individual boards.

371 Mr. O’Keefe called for a vote.

372 Ms. Goulet-Zimmerman noted that the last bullet says, “as directed by the boards”. It seems to
 373 me that if it is “boards” above then it should be “boards”.

374 Mr. Glover added that it is the plans of the district as put forth by the sitting board at the
 375 moment.

376 Mr. O’Keefe called for a vote.

377 **Superintendent Steel tallied the votes and noted that the motion fails.** 7 people voted yes, 5
 378 from Souhegan, which means they got 2.5 votes, 2 from Mont Vernon, so 2 of their three votes.

379 Mr. O’Keefe asked Ms. Goulet- Zimmerman if she wanted to make a second motion.

380 Ms. Goulet- Zimmerman replied no, it is moot now.

381 Mr. O’Keefe mentioned that they will go back to the original motion to pass as recommended by
382 JFAC.

383 **Ms. Goulet- Zimmerman motioned to change “affirmations/verification of” in the first**
384 **bullet with “recommendations on the prioritization of projects...”. Ms. Lawrence seconded**
385 **the motion.**

386 Mr. O’Keefe asked for questions. There were no comments or questions.

387 **The vote was unanimous.**

388 Mr. O’Keefe noted that the new motion is to provide recommendation

389 **Mr. O’Keefe motioned to have the SAU #39 board reauthorize the Joint Facilities Advisory**
390 **Committee and request they:**

391 **● Provide recommendations on the prioritization of projects, changes to the scope of**
392 **major capital improvement projects, and long-range facilities plans of the Amherst School**
393 **Board, Mont Vernon School Board, and Souhegan Cooperative School Board.**

394 **● Provide a medium for the dissemination of facilities information, reports and materials**
395 **to the community relative to SAU39 and its long-range facilities plans.**

396 **● Collaborate with the SAU 39 Director of Facilities to support and provide consultation**
397 **and guidance to the SAU 39 Board and individual boards on matters relating to minor and**
398 **major capital improvement projects. Perform other review and recommendation functions**
399 **as directed by the Boards. Mr. Gauthier seconded the motion.**

400 Ms. Parisi thanked the board. There will be communication coming out through JFAC in the
401 future.

402 **Mr. O’Keefe asked for a roll call for the motion on the floor. The vote was unanimous.**
403 **Motion passed.**

404 IX. Public Comment III of III

405 Ms. Kelly Schmidt, Amherst NH, gave her support for the Teacher Leader Effectiveness model.
406 She finds it commendable that you are supporting staff. She also would be interested in
407 recognizing exceptional staff. She views it to the analogy of meeting the students where they
408 are, it is the same idea for that staff, and not limited to teachers.

409 X. Meeting Adjourned

410 **Ms. Peters motioned to adjourn the meeting at 7:47PM. Ms. Grund seconded the motion.**
411 **The vote was unanimous, motion passed.**

Enrollment 2021-2022 School Year
By Grade Level and School

5/24/2022*

	Total	pK	K	1	2	3	4	5	6	7	8	9	10	11	12
Clark-Wilkins Elementary	689	43	122	123	124	148	129								
Mont Vernon Village School	209		26	28	29	31	34	31	30						
Amherst Middle School	650							147	135	180	188				
Souhegan High School	705											172	163	187	183
Total	2253	*Numbers needed for Board Packet due 5/26/22. Will update numbers again on 6/1/22.													

May 1, 2022

	Total	pK	K	1	2	3	4	5	6	7	8	9	10	11	12
Clark-Wilkins Elementary	689	43	122	123	124	148	129								
Mont Vernon Village School	210		26	28	29	32	34	31	30						
Amherst Middle School	649							148	135	180	186				
Souhegan High School	704											172	162	187	183
Total	2252														

April 1, 2022

	Total	pK	K	1	2	3	4	5	6	7	8	9	10	11	12
Clark-Wilkins Elementary	687	43	122	123	124	146	129								
Mont Vernon Village School	210		26	28	29	32	34	31	30						
Amherst Middle School	649							148	135	179	187				
Souhegan High School	703											172	162	186	183
Total	2249														

March 1, 2022

	Total	pK	K	1	2	3	4	5	6	7	8	9	10	11	12
Clark-Wilkins Elementary	687	45	123	122	124	144	129								
Mont Vernon Village School	212		26	28	30	32	34	32	30						
Amherst Middle School	648							148	134	179	187				
Souhegan High School	701											171	162	185	183
Total	2248														

February 1, 2022

	Total	pK	K	1	2	3	4	5	6	7	8	9	10	11	12
Clark-Wilkins Elementary	685	45	123	122	123	144	128								
Mont Vernon Village School	213		26	29	31	32	34	32	29						
Amherst Middle School	647							148	134	178	187				
Souhegan High School	703											172	163	184	184
Total	2248														

January 3, 2022

	Total	pK	K	1	2	3	4	5	6	7	8	9	10	11	12
Clark-Wilkins Elementary	686	45	122	121	124	145	129								
Mont Vernon Village School	215		26	29	31	33	34	32	30						
Amherst Middle School	648							150	134	178	186				
Souhegan High School	707											172	163	185	187
Total	2256														

December 1, 2021

	Total	pK	K	1	2	3	4	5	6	7	8	9	10	11	12
Clark-Wilkins Elementary	687	46	122	120	125	145	129								
Mont Vernon Village School	214		26	28	31	33	34	32	30						
Amherst Middle School	649							150	134	179	186				
Souhegan High School	704											171	163	183	187
Total	2254														

November 1, 2021

	Total	pK	K	1	2	3	4	5	6	7	8	9	10	11	12
Clark-Wilkins Elementary	682	45	120	120	123	145	129								
Mont Vernon Village School	215		26	28	31	33	34	33	30						
Amherst Middle School	652							151	134	179	188				
Souhegan High School	704											171	162	184	187
Total	2253														

October 1, 2021

	Total	pK	K	1	2	3	4	5	6	7	8	9	10	11	12
Clark-Wilkins Elementary	678	42	119	121	122	146	128								
Mont Vernon Village School	216		26	29	31	33	34	33	30						
Amherst Middle School	650							150	134	178	188				
Souhegan High School	707											171	164	185	187
Total	2251														

This is an increase of 75 students from last year at this time.

5/26/2022

SAU #39

Souhegan High School

May Facilities Update

Vendor Maintenance Completed

- Installation of bathroom partition
- Repair of movable wall in room #101
- A217 unit ventilator repair
- Installation of water fountain in gym
- Service call for floor scrubber
- Outdoor bathroom backflow testing
- Care and upkeep of grounds and athletic surfaces
- Waste management services weekly schedule
- Monthly pest services monitoring program

SHS Facilities Staff Projects Completed

- Relocation of phone to library office
- Reinstalled partition in outdoor bathroom
- Installed sliding lock on partition in outdoor bathroom
- Reconnect door closer for room #241
- Troubleshoot no internet in Mac Lab
- Resecured press box window
- Cleaned sink trap in room #200
- Built three stationary bikes for room #200
- [Daily water meter readings are being recorded](#)
- [Daily cleaning and disinfecting](#)
- [Monthly Fire extinguisher inspection](#)

Upcoming Work

- Remove and replace (2) leaking/corroded 6" OS&Y valve along with nuts, bolts, and gasket (June 13, 2022)
- Replace press box door (June 2022)
- Secure entrance project (June, July, August 2022)
- Septic tank cleanout (June 20/21, 2022)
- Domestic water backflow testing (June 13, 2022)
- Gym equipment inspection (June 14, 2022)

Resecured press box window



Installation of bathroom partition



Outdoor bathroom backflow testing



Turf field camera installation



Amherst Middle School

May Facilities Update

Vendor Maintenance Completed

- Replace main basketball hoops safety pads
- Troubleshoot elevator door not functioning properly
- Repair to kitchen backflow device
- Troubleshoot fire panel fault (dirty smoke detector)
- Temporary facilities cleaning services
- Waste management services weekly schedule
- Monthly pest services monitoring program

AMS Facilities Staff Projects Completed

- Install 45 replacement screens
- Ordered two outdoor trash can with covers
- Repaired library wall lights
- Installed dimmer for room #8
- Lubricated door hinge for room #5
- Converted computer lab closet light to LED
- Removed shelving in library and painted wall
- Repaired door closer for room #105
- Installed AC units in room #8 and #10
- Repaired table in computer lab #1
- Installed canopies for outdoor tents
- Replaced batteries for AC remote in computer lab #1
- Replaced pencil sharpener in room #24
- Checked operation of condensate pumps in the computer lab and IT office
- Installed outdoor ADA swing and hardware
- Repaired touchless faucet in 2nd floor boys room
- Installed bug light in kitchen
- Care and upkeep of grounds
- [Daily water meter readings are being recorded](#)
- [Daily cleaning and disinfecting](#)
- [Weekly fuel readings are being recorded \(generator and propane\)](#)
- [Monthly Fire extinguisher inspection](#)

Upcoming Work

- New bracket for kitchen freezer outdoor condenser (Summer 2022)
- Septic tank cleanout (June 22, 2022)
- Domestic water backflow testing (June 13, 2022)
- Gym equipment inspection (June 14, 2022)

Replace main basketball hoops safety pads



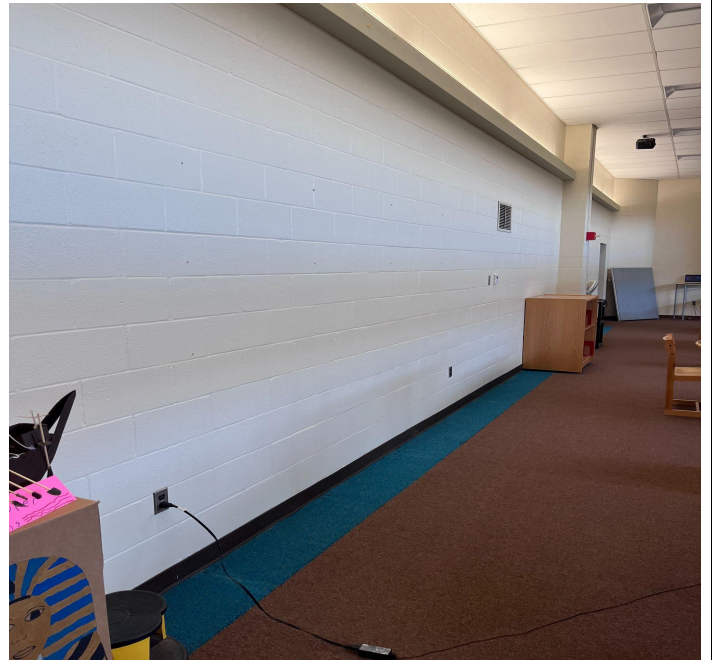
Ordered two outdoor trash can with covers



Removed shelving in library and painted wall (Before)



Removed shelving in library and painted wall (After)



Wilkins Elementary School

May Facilities Update

Vendor Maintenance Completed

- [Video inspection of back field storm water piping](#)
- Temporary facilities cleaning services
- Waste management services weekly schedule
- Monthly pest services monitoring program

Wilkins Facilities Staff Projects Completed

- Pressure washed portable siding
- Installed Gaga ball pit
- Removed graffiti from top field bench
- Troubleshoot grade 1 girls room sink not draining
- Adjusted boiler system outdoor air operating temperature
- Installed new whiteboard in Principals office
- Installed two new partitions in between urinals in middle boys bathroom
- Disconnected call button in calm down room
- Remounted smoke detector in back hallway
- Installed eye bolt for extension ladder tie off
- [Daily water meter readings are being recorded](#)
- [Daily cleaning and disinfecting](#)
- [Weekly fuel readings are being recorded \(building fuel\)](#)
- [Monthly Fire extinguisher inspection](#)
- [Monthly underground storage tank inspection](#)

Upcoming Work

- Septic tank cleanout (June 24, 2022)
- Domestic water backflow testing (June 10, 2022)
- Gym equipment inspection (June 14, 2022)

Pressure washed portable siding



Installed Gaga ball pit



Adjusted boiler system outdoor air operating temperature



Installed two new partitions in between urinals in middle boys bathroom



Clark Elementary School

May Facilities Update

Vendor Maintenance Completed

- Waste management services weekly schedule
- Monthly pest services monitoring program

Clark Facilities Staff Projects Completed

- Installed sun shade for outdoor classroom
- Painted new door for room #8
- Washed and rinsed salt spreader, snow blower, lawn mower, and outdoor barrel in preparation for summer
- Washed filters in all window AC units
- Changed filters in RTU#1 and HVAC #1
- Care and upkeep of grounds
- [Daily water meter readings are being recorded](#)
- [Daily cleaning and disinfecting](#)
- [Weekly fuel readings are being recorded \(building fuel\)](#)
- [Monthly Fire extinguisher inspection](#)
- [Monthly aboveground storage tank inspection](#)

Upcoming Work

- Septic tank cleanout (June 24, 2022)
- Video inspection of chimney prior to cleaning (Fall 2022)

Installed sun shade for outdoor classroom



Washed filters in all window AC units



Painted new door for room #8



Care and upkeep of grounds



SAU #39

5/26/2022

Brick School

May Facilities Update

Vendor Maintenance Completed

- Waste management services
- Monthly pest services monitoring program

Facilities Staff Projects Completed

- Emergency exit light inspection and repair
- Delivered treadmill to the Life Skills room at AMS
- Delivered boxes to the STARS room at Wilkins
- Care and upkeep of grounds
- Daily cleaning and disinfecting
- [Monthly Fire extinguisher inspection](#)

Upcoming Work

- Septic tank cleanout (June 24, 2022)
- Domestic water backflow testing (June 13, 2022)
- Removal of bats and squirrels from the attic (August 1, 2022)

Information Links

- [5-12-2022 facilities staff meeting notes](#)
- [Facilities 5 year budget and CNA plan](#)
- [FY23 SAU #39 Facilities tracking sheet](#)

Care and upkeep of grounds



Mont Vernon Village School

May Facilities Update

Vendor Maintenance Completed

- Fire panel trouble call for device mapping error
- Spring cleanup, mulch, and flowers
- Waste management services weekly schedule
- Monthly pest services monitoring program

MVVS Facilities Staff Projects Completed

- Replaced tripped fuses in MPR air handler
- Received new washing machine
- Installed key switches for hall lights
- Emergency exit light inspection and repair
- Setup and breakdown for multiple school events
- Installed knock out seal in water room electric panel
- [Daily water meter readings are being recorded](#)
- [Daily cleaning and disinfecting](#)
- Weekly generator test
- [Weekly fuel readings are being recorded \(building fuel and generator\)](#)
- [Monthly Fire extinguisher inspection](#)
- [Monthly underground storage tank inspection](#)

Upcoming Work

- Kindergarten room cubbies, cabinet bases, and bench (June, July 2022)
- Installation of chimney cap and indoor cleanout (June 2022)
- External and internal door repairs (June 2022)
- Duct board replacement project (June, July 2022)
- Siding repairs (June 2022)
- Septic tank cleanout (June 24, 2022)
- Gym equipment inspection (June 14, 2022)

Fire panel trouble call for device mapping error



Installed knock out seal in water room electric panel



Received new washing machine



Emergency exit light inspection and repair



SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts

ADAM A. STEEL
Superintendent of Schools

CHRISTINE M. LANDWEHRLE
Assistant Superintendent of
Elementary Education

STEVEN CHAMBERLIN
Assistant Superintendent of
Secondary Education

MARGARET A. BEAUCHAMP
Director of Student Services

AMY FACEY
Business Administrator



May 30, 2022

To: Stephen O'Keefe, Chair, SAU Board
Adam Steel, Superintendent of Schools

From: Steve Chamberlin, Asst. Superintendent of Schools, Secondar

RE: Update – Transition Plan

Executive Summary

This memorandum provides continued work on the transition plan to the Interim Superintendent of Schools role.

Background Information

The previous draft of the transition plan gave notice to two additional pieces of work:

- The development of the Interim Curriculum position opened by the movement from the Assistant Superintendent, Secondary to the Interim Superintendent.
- An update on SAU personnel

These two items are related as staffing and other SAU budgetary needs impact the scope of the *Interim Curriculum* position. The budget revisions will be presented in writing in the nonpublic porting of the meeting as they pertain to employee compensation.

In addition, the board requested continued development on Mr. Steel's consultative work.

Update

Interim Curriculum Position

Ms. Landwehrle and I have begun to develop a posting for the *Interim Curriculum* position. The posting will list two priorities: curriculum development and federal grants.

Consultative Work

Mr. Steel's direct support will include but not be limited to:

- Planning and Training for Student Safety Procedures
- Budget Planning and Preparation
- Facility Planning
- AEA/ASSA Negotiations
- Mentorship for District and Building Administrators

Requested Board Action

1. None: Information only

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Assistant Superintendent of
Secondary Education

MARGARET A. BEAUCHAMP
Director of Student Services

AMY FACEY
Business Administrator

June 1, 2022

To: Stephen O'Keefe, Chair, SAU 39 Board
Tom Gauthier, Chair, Amherst School Board
Sarah Lawrence, Chair, Mont Vernon School Board
Stephanie Grund, Chair, Souhegan Cooperative School Board

From: Steven Chamberlin, Assistant Superintendent of Secondary Education

RE: Revised - FY23 School Board Meeting Schedule

The purpose of this memorandum is to propose a revision to the board meeting calendar for the 2022-2023 school year.

The administrative staff have identified several challenges that would be mitigated by the creation of a more consistent monthly schedule.

Summary

A consistent day of the week schedule is expected to provide the following benefits:

1. It would provide the community with a reliable schedule to plan for meetings they wish to attend.
2. It would spread the events equitably through the month supporting staff, community members and board members.
3. The schedule syncs timelines and workflow of the business office, which improves reporting efficiencies.
4. Clears Mondays to reduce conflicts with town meetings.
5. Reduces conflicts of holiday submission dates
6. Reduces the need for amended packets

Proposal

Board meetings will be scheduled on Thursday evenings (1 meeting/week).

1st Thursday – MVSB

2nd Thursday – SCSB

3rd Thursday – ASB

4th Thursday – SAU

During the months when board meetings correspond with school breaks, the boards will meet on a Monday or Tuesday before or after the break.

Board budget workshops will be scheduled for the Tuesdays before their regularly scheduled board meetings. This will give the boards the opportunity to recap the workshops during board meetings while the information is still fresh, as well as allow the SAU staff to focus on one district per week. The Budget Calendar shall include all meeting dates related to the budget process and will be provided by the BA at a future meeting.

Mont Vernon School Board – 1st Thursday of the Month
August 4, 2022
September 1, 2022
October 6, 2022
November 3, 2022
December 1, 2022
January 5, 2023
February 2, 2023
March 7, 2023 (Tuesday <i>after</i> February Break)
April 6, 2023
May 4, 2023
June 1, 2023

Souhegan School Board – 2nd Thursday of the Month
August 11, 2022
September 8, 2022
October 13, 2022
November 10, 2022
December 15, 2022
January 12, 2023
February 9, 2023
March 9, 2023
April 13, 2023
May 11, 2023
June 8

Amherst School Board – 3rd Thursday of the Month
August 18, 2022
September 15, 2022
October 20, 2022
November 17, 2022
December 15, 2022
January 19, 2023
February 16, 2023
March 16, 2023
April 20, 2023
May 18, 2023
June 15, 2023

SAU 39 Board – 4th Thursday of the Month
August 25, 2022
September 22, 2022
October 27, 2022
November 21, 2022 (Monday <i>before</i> Thanksgiving Break)
December 22, 2022
January 26
February 23

March
April 18 (Tuesday <i>before</i> April Break)
May 25
June 22

Requested Board Action

Board vote to approve the scheduling of board meetings for the proposed dates.

SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts

ADAM A. STEEL

Superintendent of Schools Assistant Superintendent –
Elementary Education

CHRISTINE M. LANDWEHRLE

Assistant Superintendent –
Elementary Education

STEVE CHAMBERLIN

Assistant Superintendent –
Secondary Education

MARGARET A. BEAUCHAMP

Director of Student Services

AMY FACEY
Business Administrator



To: Adam Steel, Superintendent of Schools
From: Amy Facey, Business Administrator
RE: Financial Audit Firm Recommendation
Date: May 27, 2022

Executive Summary

The contract for financial audit services for SAU #39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District expires on June 30, 2021. This memo describes audit policy and provides the Request for Proposal (RFP) process followed, pricing from the firms who submitted proposals, FY23 Budget audit line comparisons, and a history of the firms who have provided services over the past four RFP cycles. In addition, a recommendation on the firm to hire is also offered.

Background Information

Policy and Process:

In accordance with Policy DIE-Audits, the books and accounts of the District(s) shall be audited yearly. The audit to be performed will meet the basic audit procedures prescribed by Certified Public Accounting standards. The Board shall select the auditors after hearing the recommendation from the Superintendent or Business Administrator. Such audit will be made in accordance with RSA 197:25.

On May 10, 2022, the attached RFP for annual financial auditing services for SAU #39, and the Amherst, Mont Vernon, and Souhegan Cooperative School Districts were submitted. These requests were emailed directly to the following three firms that have provided auditing services in the past-Melanson PC, Vachon Clukay & Co PC, and Plodzik & Sanderson PA. In addition, the RFP was posted on the SAU 39 website.

The RFP called for proposals to be submitted by May 25, 2022, at 4:00 PM. All three of the above firms submitted a proposal on time.

Audit Firm History:

The following is a history of Auditors used from FY10-FY21:

FY10-FY12- Vachon Clukay & Co PC

FY13-FY15- Vachon Clukay & Co PC

FY16-FY18-Plodzik & Sanderson PA

FY19-FY21-Plodzik & Sanderson PA

Pricing:

	SAU #39		
Fiscal Year	Plodzick & Sanderson	Vachon Clukay	Melanson
FY22	\$ 5,400.00	\$ 6,500.00	\$ 14,000.00
FY23	\$ 5,550.00	\$ 6,500.00	\$ 14,500.00
FY24	\$ 5,700.00	\$ 6,500.00	\$ 15,000.00
District 3 Year Total	\$ 16,650.00	\$ 19,500.00	\$ 43,500.00

	Amherst		
Fiscal Year	Plodzick & Sanderson	Vachon Clukay	Melanson
FY22	\$ 9,800.00	\$ 10,500.00	\$ 20,000.00
FY23	\$ 9,950.00	\$ 10,500.00	\$ 21,000.00
FY24	\$ 10,100.00	\$ 10,500.00	\$ 22,000.00
District 3 Year Total	\$ 29,850.00	\$ 31,500.00	\$ 63,000.00

	Mont Vernon		
Fiscal Year	Plodzick & Sanderson	Vachon Clukay	Melanson
FY22	\$ 7,375.00	\$ 8,250.00	\$ 15,000.00
FY23	\$ 7,525.00	\$ 8,250.00	\$ 15,500.00
FY24	\$ 7,675.00	\$ 8,250.00	\$ 16,000.00
District 3 Year Total	\$ 22,575.00	\$ 24,750.00	\$ 46,500.00

	Souhegan		
Fiscal Year	Plodzick & Sanderson	Vachon Clukay	Melanson
FY22	\$ 9,800.00	\$ 10,500.00	\$ 20,000.00
FY23	\$ 9,950.00	\$ 10,500.00	\$ 21,000.00
FY24	\$ 10,100.00	\$ 10,500.00	\$ 22,000.00
District 3 Year Total	\$ 29,850.00	\$ 31,500.00	\$ 63,000.00

FY23 Budget Comparisons:

Costs are above what was budgeted for FY23 to varying degrees as demonstrated below:

	SAU	Amherst	MV	Souhegan
FY23 Budget	\$ 6,000.00	\$ 9,525.00	\$ 7,225.00	\$ 9,525.00
Plodzick & Sanderson	\$ 5,400.00	\$ 9,800.00	\$ 7,375.00	\$ 9,800.00
Difference	\$ (600.00)	\$ 275.00	\$ 150.00	\$ 275.00
Vachon Clukay	\$ 6,500.00	\$ 10,500.00	\$ 8,250.00	\$ 10,500.00
Difference	\$ 500.00	\$ 975.00	\$ 1,025.00	\$ 975.00
Melanson	\$ 14,000.00	\$ 20,000.00	\$ 15,000.00	\$ 20,000.00
Difference	\$ 8,000.00	\$ 10,475.00	\$ 7,775.00	\$ 10,475.00

Recommendation:

We have been with the current firm of Plodzik and Sanderson for that last 6 years, and typically it is recommended to rotate auditors periodically. While Plodzik & Sanderson is able to provide a different team of auditors than the team who previously conducted the audits, the rotation of the firm strengthens the independence of the auditors in relation to their clients, ensuring impartial financial audits. Even though the pricing is not the lowest proposed and moderately above the FY23 budget audit lines in the four districts, it is the recommendation to accept the proposal for financial auditing services from Vachon Clukay & Co PC.

Requested Board Action

1. To approve the firm of Vachon Clukay & Co PC to conduct the FY22-FY24 audits for SAU #39, the Amherst, Mont Vernon, and Souhegan Cooperative School districts.

**SAU 39
AMHERST SCHOOL DISTRICT
MONT VERNON SCHOOL DISTRICT
SOUHEGAN COOPERATIVE SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS
FINANCIAL AUDITS**

The SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District, New Hampshire are seeking proposals and statements of qualification from certified public accounting firms relative to the performance of the SAU and Districts' annual financial audits. Copies of the request for proposals may be obtained from SAU 39, 1 School Street, P.O. Box 849, Amherst, NH 03031. Responses must be received in the SAU Office no later than May 25, 2022 at 4:00 P.M. EST. The SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District reserve the right to accept or reject any or all proposals submitted in response to this request, and also reserve the right to waive any and all formalities.

**SAU 39
AMHERST SCHOOL DISTRICT
MONT VERNON SCHOOL DISTRICT
SOUHEGAN COOPERATIVE SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL
FINANCIAL AUDITS**

INTRODUCTION

The SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District invite qualified independent certified public accounting firms to submit proposals for the performance of audits of their general purpose financial statements and related disclosures for the purpose of expressing audit opinions relative to the fairness of the presentations in accordance with accounting principles generally accepted in the United States of America. The auditor(s) shall state that the primary purpose of the audit is to express an opinion on the general purpose financial statements taken as a whole and that the audit is subject to the inherent risk that errors or irregularities may occur and not be detected.

Furthermore, SAU 39 and the School Districts have complied with and intend to maintain compliance with the requirements of Governmental Accounting Standards Board Statement #34.

There is no expressed or implied obligation for the SAU 39, Amherst School District, Mont Vernon School District, or Souhegan Cooperative School District to reimburse firms for any expenses incurred in preparing proposals in response to this request.

To be considered, (3) three copies of a proposal must be received by May 25, 2022, no later than 4:00 P.M. EST at SAU 39, P.O. Box 849, 1 School Street, Amherst, NH 03031. The sealed proposals must be plainly marked "RFP – AUDIT PROPOSAL." SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District reserve the right to reject any or all proposals submitted, and also reserve the right to waive any and all formalities. Submission of a proposal indicates acceptance by the firm of the conditions in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the agreements between SAU 39, Amherst School District, Mont Vernon School District, and/or Souhegan Cooperative School District and the selected firm.

It is anticipated that the selection of a firm will be completed by June 3, 2022. Following the notification of the selected firm, it is expected that engagement letters will be executed within 30 days of approval.

TERMS OF ENGAGEMENT

A three (3) year contract is contemplated, subject to the annual review and recommendation of the Business Administrator, the satisfactory negotiation of terms, the concurrence of the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District and the annual availability of an appropriation.

The proposals are to cover the following three (3) fiscal years:

- (a) July 1, 2021 through June 30, 2022
- (b) July 1, 2022 through June 30, 2023
- (c) July 1, 2023 through June 30, 2024

QUALIFYING REQUIREMENTS

Firms submitting proposals must be qualified to perform independent audits of school districts of the State of New Hampshire. The auditors must have an office located within the State of New Hampshire, and resident staff must be able to offer the full range of auditing services required by this request for proposals.

Supervisory members of the audit team, including the “in-charge” field auditor, should be Certified Public Accountants and have a minimum of two (2) years of municipal audit experience in the State of New Hampshire. The SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District intend to strongly consider school district audit experience and certification in evaluating the proposer’s audit team.

A. GENERAL INFORMATION

The SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District are located in Hillsborough County in the southern part of the state, approximately 15 minutes west of Nashua.

SAU 39 is comprised of approximately 24 employees housed in a building owned by the Amherst School District. Total appropriations for the current year, (FY 2022), are approximately \$2.7 million. The most recent audit of the District was conducted in September 2021 for the period July 1, 2020 through June 30, 2021.

The Amherst School District is comprised of almost 1,300 students in grades K-8, two (2) elementary schools and one (1) middle school. Total appropriations for the current year (FY2022) are approximately \$30.9 million. The most recent audit of the District was conducted in September 2021 for the period July 1, 2020 through June 30, 2021.

The Mont Vernon School District is comprised of approximately 216 students in grades K-6, approximately 60 students in grades 7 and 8 tuitioned out to Amherst Middle School, and one (1) elementary school. Total appropriations for the current year (FY2022) are approximately \$5.9 million. The most recent audit of the District was conducted in September 2021 for the period July 1, 2020 through June 30, 2021.

The Souhegan Cooperative School District is comprised of approximately 707 students from Amherst and Mont Vernon in grades 9-12, and one (1) high school with two (2) buildings. Total appropriations for the current year (FY2022) are approximately \$20 million. The most recent audit of the District was conducted in September 2021 for the period July 1, 2020 through June 30, 2021.

The accounts of the Districts are organized on the basis of funds, each of which is considered a separate fiscal and accounting entity with a self-balancing set of accounts.

The following types of funds are used by the Districts:

- (1) General Funds: to account for all financial resources except those required to be accounted for in another fund.

- (2) Special Revenue Funds: to account for the proceeds of specific revenue sources other than expendable trust funds.
- (3) Capital Projects Funds for major capital projects that are legally restricted to expenditures for specified purposes.
- (4) Trust and Agency Funds: to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds.

The Districts maintain general ledgers for the General Funds, Special Revenue Funds, Capital Projects Funds, and Trust and Agency Funds.

The Districts presently maintain their financial records on a computer system using Infinite Visions software. Payroll, accounts receivable, accounts payable, and general ledgers are maintained as part of a comprehensive budgetary accounting system, along with food services and federal/state/local grants. Government-wide financial statements are prepared using the accrual basis of accounting. At the fund reporting level, governmental funds use the modified accrual basis of accounting.

B. AUDIT STANDARDS

The audit firm shall conduct the audit of the accounts and records of the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, *the standards for financial audits set forth in the U.S. Comptroller General's Government Auditing Standards, the provisions of the Single Audit Act of 1984, the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, and Audits of State and Local Governments.*

C. AUDIT SCOPE

The certified public accounting firm shall be engaged to conduct an audit of the general purpose financial statements, accounts, records, and procedures of all departments and funds of the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District. A Single Audit conducted in accordance with the Single Audit Act of 1984 and OMB Circular A-133, if applicable.

Indicate in your proposal if you agree to meet or exceed the following audit specifications. Explain exceptions you may have regarding any specification.

- (1) The firm shall perform a financial audit of all funds reported in the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District financial statements included in the latest Annual Financial Statements Reports which accompany this Request for Proposals.

The audits shall be conducted to satisfy the requirements of the State of New Hampshire Department of Revenue Administration, State of New Hampshire Department of Education, and applicable state and federal laws and regulations.

- (2) In connection with the examination of the records and financial statements, the firm shall review the systems of internal controls, operating procedures and compliance with budgetary

and legal requirements of the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District.

The reviews of internal controls must include reviews of the related processing controls with respect to data processing operations.

The reviews should also include, but not be limited to, the areas of physical security, systems and program documentation, input/output controls, and control over use and retention of electronic files.

- (3) The firm shall perform a financial audit in accordance with the Single Audit Act of 1984 and OMB Circular A-133 for all federally assisted programs, if applicable.
- (4) The SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District views their engagement of an audit firm as an ongoing professional relationship in which the firm is expected to provide occasional advisory services, as needed, during the course of each year. As such, the firm is expected to consult as required on auditing, accounting, financial reporting and operating questions, which may arise during the course of the year. In addition, the firm is expected to provide the Districts with information on current developments, which would affect the Districts' financial operations.
- (5) The firm shall agree to make available its working papers upon request, to meet any District financial need as well as in accordance with any federal or state grant provision. Working papers will be kept for three (3) years from submission of the final audit report.
- (6) The firm shall agree to attend conferences to review the audit program with SAU and School District officials, as well as the local governments' roles and assistance in the audit process.
- (7) The partner or manager in charge of the audit shall be available to attend public meetings at which the audit report may be discussed. The partner or manager in charge of the audit shall also be available to discuss the audit report or other reports required by this proposal with the SAU and Districts' financial staff as required.

D. AUDIT AND REPORT SCHEDULES

Indicate in your proposal if you agree to meet the following audit and report schedules. Explain exceptions you may have regarding any of the requirements.

- (1) The firm shall conduct the audits covering operations of the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District and of federally assisted programs (if any) during the following periods:
 - (a) July 1, 2021 through June 30, 2022
 - (b) July 1, 2022 through June 30, 2023
 - (c) July 1, 2023 through June 30, 2024

The firm shall submit Independent Auditor's Reports containing expressions of opinion that the general purpose financial statements are fairly stated, or, if a qualified or adverse opinion or disclaimer of opinion is necessary, the reasons therefore. The firm shall submit six (6) bound and one (1) electronic copy of its SAU report, six (6) bound and one (1) electronic copy of its Amherst School District report, six (6) bound and one (1) electronic copy of its Mont Vernon report, and eight (8) bound and one (1) electronic copy of its Souhegan Cooperative report no later than November 30th of each year.

- (2) The firm shall submit a written report on the internal control structure, which shall identify reportable conditions and/or material weaknesses, assess their effects and propose initial steps to mitigate them. The firm shall submit the same number of bound copies of the final draft of the report on the internal control structure and memorandum of comments and recommendations, which identifies observed operational conditions and/or practices no later than November 30th of each year.
- (3) The SAU and the School Districts reserve the right to request additional auditing services to be performed in conjunction with the annual financial audit. If such services are requested by a District and/or the SAU and agreed to by the firm, the firm shall provide a written quotation on the additional cost of said services, if any. During the course of performing such additional service, the firm agrees that it will notify the District and/or SAU, in writing, if unanticipated work arises which would cause an increase in service fees. If additional costs are incurred by the firm and the District and/or the SAU has not agreed to such additional costs, the District and/or the SAU shall have no obligation to pay the additional costs.
- (4) The firm shall also be responsible for answering inquiries from the Business Administrator and/or Business Office throughout the year for each of the years covered by the contract. The Firm shall meet and/or confer no less than once per year (outside the audit) with representatives of the Business Office to review and discuss changes in laws, rules, regulations and suggested practices that would affect the operation of the Business Office.

E. TECHNICAL PROPOSAL

(1) General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake an independent audit of the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The technical proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in schedules provided with this request). The proposals should be prepared simply and economically, providing a

straightforward, concise description of the firm's capabilities to satisfy the requirements. While additional items may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.

(2) Independence

The firm should provide an affirmative statement that it is independent of the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District as defined by generally accepted accounting standards and the U.S. Comptroller General's Government Auditing Standards.

The firm should also list and describe the firm's professional relationships involving the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District or any of its agencies for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District written notice of any professional relationships entered into during the period of this agreement.

(3) License to Practice in New Hampshire

An affirmative statement should be included indicating that the firm and its municipal partner are qualified to practice in New Hampshire.

(4) Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the staff to be so employed on a part-time basis.

The firm shall also provide information on the results of the firm's latest federal or state desk reviews or field reviews of its audits. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

(5) Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a Certified Public Accountant in New Hampshire. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with prior written agreement of SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District. However, in either case, the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District retain the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with prior written agreement of the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

(6) Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five (5) years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

(7) Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in this request for proposal. In developing the work plan, reference should be made to such sources of information as the Districts' budgets and related materials, organizational charts, manuals and programs, and financial and other management information systems.

(8) Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District.

F. EVALUATION PROCEDURES

The SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District shall evaluate the proposals on the basis of the qualifications, relevant experience and responsiveness of the bidders, as well as the staffing and estimated cost of the engagement. The District may wish to conduct oral interviews with the firms considered most qualified in order to help the District in the selection process.

G. ASSISTANCE BY THE DISTRICT

The SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District's financial staff shall render all feasible assistance to the audit firm and shall respond promptly to requests for information, provide all necessary books and records, and provide physical facilities required by the firm for the expeditious conduct of the engagement. It is anticipated that the books and records for the Districts will be closed and ready for audit by August 31st of each year. The fieldwork for the successful bidder should be scheduled as soon as possible thereafter with a completion date no later than September 30th of each year.

H. COMPENSATION

The firm's proposal must indicate the maximum total your firm will charge the District for each year of this proposal. The maximum fee must be broken down as indicated on the attached fee schedule for each year.

The final payment for any audit shall become due only after submission of all reports required by this document and their acceptance by the SAU and the Districts and/or federal and state grantor agencies.

Should the firm encounter circumstances requiring an increase in the extent of detailed investigation, or should the SAU and/or the Districts require an increase in the scope of the audit, written notice to that effect must be given to the other party.

The engagement may then be modified by mutual agreement as to additional work and compensation.

I. TERMINATION OF THE AUDIT

If the audit firm fails to substantially comply with the specifications set herein, the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District reserve the right to terminate the engagement after completion of any audit year upon written notice to the firm.

J. INSURANCE

The professional individual or firm shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the work hereunder by the individual or the firm, his agents, representatives, or employees.

For the purpose of this clause, the term "professional individual or firm" shall also include the individual's or firm's respective officers, agents, officials, employees, volunteers, boards, and commissions.

K. SUBMITTAL INFORMATION

Proposals, including completed copies of the attached Proposer Guarantees and Warranties on page 10 as well as the attached fee schedules for the SAU and each District beginning on page 11, must be marked "RFP - AUDIT PROPOSAL" and received no later than May 25, 2022 at 4:00 P.M. EST. All technical services information must be enclosed in an envelope marked "technical specifications" and all pricing schedules submitted in an envelope marked "pricing schedules". All submittals shall be addressed to SAU 39, PO Box 849, 1 School Street, Amherst, NH 03031. Any inquiries should be directed to Amy Facey, Business Administrator, via email at afacey@sau39.org.

PROPOSER GUARANTEES AND WARRANTIES

Proposer Guarantees

The proposer certifies that it can and will provide and make available, at a minimum, all services set forth in this request for proposals.

Proposer Warranties

1. The proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
2. The proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the SAU 39, Amherst School District, Mont Vernon School District, and Souhegan Cooperative School District.
3. The proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

SAU 39
Summary Schedule of Professional Fees and Expenses
For the Audit of Financial Statements

	FY2022	FY2023	FY2024	Total
Standard Audit				
Total				

The undersigned proposes to provide the SAU 39 with an independent audit of its financial accounts and records, as outlined in the accompanying specifications and that I will accept as full payment thereof, the sums indicated on this schedule.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

Amherst School District
Summary Schedule of Professional Fees and Expenses
For the Audit of Financial Statements

	FY2022	FY2023	FY2024	Total
Standard Audit				
A-133 Single Audit, (if required)				
Total				

The undersigned proposes to provide the Amherst School District with an independent audit of its financial accounts and records, as outlined in the accompanying specifications and that I will accept as full payment thereof, the sums indicated on this schedule.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

**Mont Vernon School District
Summary Schedule of Professional Fees and Expenses
For the Audit of Financial Statements**

	FY2022	FY2023	FY2024	Total
Standard Audit				
A-133 Single Audit, (if required)				
Total				

The undersigned proposes to provide the Mont Vernon School District with an independent audit of its financial accounts and records, as outlined in the accompanying specifications and that I will accept as full payment thereof, the sums indicated on this schedule.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

**Souhegan Cooperative School District
Summary Schedule of Professional Fees and Expenses
For the Audit of Financial Statements**

	FY2022	FY2023	FY2024	Total
Standard Audit				
A-133 Single Audit, (if required)				
Total				

The undersigned proposes to provide the Souhegan Cooperative School District with an independent audit of its financial accounts and records, as outlined in the accompanying specifications and that I will accept as full payment thereof, the sums indicated on this schedule.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____