

SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts



ADAM A. STEEL
Superintendent of Schools

CHRISTINE M. LANDWEHRLE
Assistant Superintendent

MARGARET A. BEAUCHAMP
Director of Student Services

MICHELE CROTEAU
Business Administrator

Souhegan Cooperative School Board Meeting

Monday, April 12th, 2021 – 6:00 PM

Due to current COVID-19 precautions, board meetings will be conducted via webinar.

Please click the link below to register for this webinar:

<https://sau39.zoom.us/j/8122222222>

Agenda Item	Time	Desired Action	Backup Materials
Call to Order	6:00 PM	Chair of the Souhegan Cooperative School Board, Mr. Pim Grondstra, to call the meeting to order	None
Public Input I of II	6:05 PM		
Board Seat Appointment	6:10 PM	Board to fill SCSB Vacancy	Letters are Not Included in Packet
Consent Agenda	6:20 PM	<ol style="list-style-type: none"> 1. March 16th, 2021 Draft Minutes 2. SCSD Projected UFB 02 28 2021 3. FY 21 Cap Reserve Trust Funds Feb 4. February 2021 Treasurer's Report 5. SCSD March Facilities Report 6. April 2021 Principal's Report 7. Summer Title I Program Update 8. Unassigned Fund Balance Projection Report 	03 16 2021 Draft Minutes SCSD Projected UFB 02 28 2021 FY 21 Cap Reserve Trust Funds Feb 2021 Treasurer's Report SCSD March Facilities Report April 2021 Principal's Report Summer Title I Update Projected Fund Balance
Board Goals Discussion	6:30 PM	Board to have initial discussion on Board Goals for the upcoming year	None
Unassigned Fund Balance-Discussion	6:55 PM	Board to review projected UFB and receive a list of possible end-of-year projects	FY21 SCSD Year End Projects
Public Input II of II	7:10 PM		
Non-Public Session	7:15 PM	RSA 91 A:3 II ()	
Meeting Adjourned	7:20 PM		

Consent Agenda Item #1

1 Souhegan Cooperative School Board

2 Tuesday, March 16th, 2021

3 Meeting Minutes- Not Approved

4 Attendees via Zoom:

5 Administrative Team: Adam Steel- Superintendent of Schools, Christine Landwehrle- Assistant
6 Superintendent, Michele Croteau- SAU #39 Business Administrator, Meg Beauchamp- Director
7 of Student Services, and Mike Berry- Principal of SHS

8 Souhegan Cooperative School Board: Chair- Pim Grondstra, Vice Chair- Amy Facey, Secretary-
9 Stephanie Grund, Steve Coughlan, George Torres, John Glover and Laura Taylor.

10 Board Minutes: Danae A. Marotta

11 Public: Ms. Delaney Facques, SHS Community Council Liaison.

12 I. Souhegan Cooperative School Board Chair Opening

13 **Chairman of the Souhegan Cooperative School Board, Mr. Pim Grondstra, called the**
14 **meeting to order at 7:00PM.**

15 Today, we will be conducting a school board meeting of the Souhegan Cooperative School
16 Board.

17
18 Before we get started, I'll read through a checklist to ensure that the meeting that we are holding
19 is in compliance with the Right-to-Know Law.

20
21 As Chairperson of the Souhegan Coop. Board, I find that due to the state of emergency declared
22 by the Governor as a result of the Covid-19 pandemic, and in accordance with the Governor's
23 Emergency Order Number #12, pursuant to Executive Order 2020-04 and its extensions, this
24 public body is authorized to meet electronically. Please note that there is no physical location to
25 observe and listen contemporaneously to this meeting which was authorized pursuant to the
26 Governor's Emergency Order.

27
28 In accordance with the Emergency Order, I am confirming that:

29
30 1. We are providing public access to the meeting by telephone, with additional access
31 possible by video and other electronic means. We are utilizing Zoom for this electronic
32 meeting. All members of the committee and selected district staff have the ability to
33 communicate contemporaneously in this meeting through this platform. And the public
34 has access to contemporaneously watch and or listen to the meeting on Zoom and via
35 phone by following the directions and links provided on our website: www.sau39.org.

36
37 2. We have provided public notice of the necessary information for accessing the meeting.
38

- 39 3. We are providing a mechanism for the public to alert the public body during the meeting
 40 if there are problems with access. If anyone has a problem, please email
 41 awallace@sau39.org.
 42
- 43 4. In the event the public is unable to access the meeting will be adjourned and
 44 rescheduled.
 45
- 46 5. Please note that all votes taken during this meeting shall be done by roll call vote.
 47
- 48 6. Finally, let's start the meeting by taking a roll call attendance. When each member states
 49 their presence please also state where they are and if anyone else is in the room with you
 50 during this meeting, which is required under the Right-to-Know Law.
 51

52 Roll Call: Coughlan- Home and alone, Torres- Home and alone, Facey- Home and alone, Taylor-
 53 Home and alone, Grund- Home and alone, Glover- Home and alone, and Grondstra- Home and
 54 alone.
 55

56 II. Public Input I of II

57
 58 Mr. Grondstra commented to the public to use the "raise your hand" feature. Each participant is
 59 allowed 3 minutes.
 60

61 No public comment.
 62

63 He added that they will have a second public comment period later on in the meeting.
 64

65 III. Consent Agenda

66
 67 **Mr. Coughlan motioned to approve the Consent Agenda 1. February 15th, 2021 Draft**
 68 **Minutes 2. Unanticipated Revenue \$700, 3. SCSD Projected UFB 01 31 2021, 4. January**
 69 **2021 Treasurer's Report, 5. SCSD Feb. Facilities Report, 6. School Start Time, 7.**
 70 **Resignation Letter, and 8. March 2021 Principal's Report, as presented. Ms. Facey**
 71 **seconded the motion.**
 72

73 Mr. Grondstra asked for questions or comments.
 74

75 Ms. Taylor commented that she wanted to pull the #1. February 15th, 2021 Draft Minutes, #3
 76 SCSD Projected UFB 01 31 2021, #6. School Start Time Memo, #7. Resignation Letter, and #8.
 77 March 2021 Principal's Report.
 78

79 Mr. Glover added that he would like to pull item #2 Unanticipated Revenue Memo and, #6.
 80 School Start Time Memo.
 81

82 Ms. Grund mentioned that she would also like to pull some items.
 83

84 Ms. Taylor commented that she would like to make a change to line #424 on the #1. February
85 15th, 2021 Draft Minutes.

86
87 From *“Ms. Taylor replied that she would like to see the current unweighted distribution for*
88 *current sophomores and current juniors. It would be valuable in assessing the new grading*
89 *system”*

90
91 Changed to:

92
93 *“Ms. Taylor replied that she would like to see the current unweighted GPA distribution for*
94 *current sophomores and current juniors. It would be valuable in assessing the new grading*
95 *system.”*

96
97 Ms. Taylor added that she has not received that item and had requested it over a month ago.

98
99 Mr. Steel asked for Ms. Taylor to clarify.

100
101 Ms. Taylor replied that it is produced by the administration and the school.

102
103 Mr. Steel noted that they will get that to her when it is published.

104
105 Mr. Glover inquired if the unanticipated revenue from Health Trust needs to be a separate
106 motion.

107
108 Mr. Steel explained that the all of the motions are assumed in the Consent Agenda to be one
109 motion. If a board member wants to pull an item for a separate motion that can be requested to
110 the Chair.

111
112 Mr. Glover asked if the Health Trust funds were funds, they were expecting.

113
114 Mr. Steel replied first, in full disclosure, he is on the Board of Directors for Health Trust. It will
115 not affect his duty. Those funds were given to them as part of a wellness initiative and
116 participating in the wellness program. They will be used for enriching staff wellness as a result.

117
118 Ms. Taylor asked about the administration’s plans for the UFB.

119
120 Mr. Grondstra noted that they are not at that point for discussing. The board had requested a
121 monthly check in. The only thing they had planned on was to set aside funds for the replacement
122 of the Turf Field, if they were available.

123
124 Ms. Taylor inquired if the \$230k in revenue goes back to the taxpayers.

125
126 Mr. Steel replied, yes.

127
128 Ms. Taylor asked about the \$570k and if those funds were available for the board to use, if they
129 agreed as a board.

130 Mr. Steel replied, yes.

131

132 Ms. Grund asked about the separate Covid funding.

133

134 Mr. Steel replied that they are going to use all of that money, it not, it gets returned to the State
135 and then Federal Government.

136

137 Ms. Grund inquired if it was separate.

138

139 Mr. Steel replied, yes.

140

141 SAU #39 Business Administrator, Ms. Michele Croteau, added that with the CARES and one
142 supplemental resource fund category, that those funds have been committed and used. In next
143 month's report there will be an additional line for CARES. CARES is considered SR1 funds and
144 there is another round of SR2 funds and that will be listed on there too.

145

146 Mr. Steel added that they know about future funding but not the details.

147

148 Mr. Grondstra commented that they will have short notice for the funds for the main entrance
149 since the budget will be voted on in June.

150

151 Mr. Torres inquired about the Covid funding and if they are making reimbursements.

152

153 Ms. Croteau replied that those funds have been disbursed to the district and there are certain
154 criteria that have to be met to draw those funds down. They need to keep appropriate records to
155 show the expenditures were eligible.

156

157 Ms. Grund inquired about the time for Jazz Band, Math Team and clubs.

158

159 Principal Berry replied that they have kept with the common practices of using time after school
160 and coordinating around the students that are involved in as they have typically done. They have
161 had conversations around using the extra time during the day as needed. It will be a case by case
162 and club by club approach. It is something they are trying to address.

163

164 Ms. Grund thanked Principal Berry.

165

166 Ms. Taylor inquired about the plans for dismissal and for Jazz Band.

167

168 Principal Berry replied that they will look at dismissal differently. That is going to be a shift in
169 the logistics afterschool. They will be in collaboration with the SRO, and administrators. The
170 students will have some input on that, and it can possibly be a Community Council proposal.

171

172 Ms. Facey added that they should make time to meet with the individual club advisors.

173

174 Ms. Taylor mentioned that the start times should be voted on separately.

175

176 Mr. Grondstra replied, yes, they can do that.

177

178 Ms. Taylor suggested that they pull the #7 Resignation Letter for discussion in non-public
179 session.

180

181 Mr. Grondstra went to the March Principal's Report.

182

183 Ms. Grund inquired about the reframing the 10th grade experience and current team structure.

184

185 Principal Berry replied that they are beginning at looking at creating more flexibility with the
186 10th grade experience and running it differently than done in previous years. They are going to
187 talk about the personal pathways for education. They went through a process, similar to the daily
188 schedule process, and they will be scheduling the 10th grade students differently.

189

190 Ms. Grund asked Principal Berry to clarify.

191

192 Principal Berry explained that the schedule will be similar to the 11th and the 12th grade and they
193 want to structure the 9th and 10th grade free periods differently.

194

195 Ms. Grund asked about the assessment for students that are homeschooled and if they come
196 back.

197

198 Mr. Steel replied that they assess students and part of the onboarding process in Guidance. They
199 support their homeschool students and work with them on a case by case basis. It is a careful
200 process.

201

202 Ms. Taylor applauded the teachers and faculty for their hybrid instruction. She wanted to address
203 the Inquiry-Based Learning and if they solicited feedback form students.

204

205 Principal Berry replied that at this point they have not gotten to that level. They have had a series
206 of conversations about their vision of learning at the high school as it connects to SAU 39,
207 especially AMS. If you think about Souhegan it can get complicated, as there are some guiding
208 documents. They are trying to make that something that they can succinctly communicate to
209 their students and families. Before they put eyes on it for the student level, they need to sort
210 through it with their staff, students and administration.

211

212 Mr. Glover questioned if the increased flexibility is a good opportunity to experiment with some
213 homogeneous groupings when warranted so that students who are excelling in some area or need
214 extra help can gather for periods of time. They can get what they need together and then come
215 back to a more heterogeneous grouping, like an advisory.

216

217 Principal Berry replied, yes, it is part of the conversation at SHS. They have to be careful with
218 tracking and want to make sure that it is in the best interest of the students. They need to have
219 further conversations about their personal pathways to graduation and some of the flexibility that
220 they have created and then options and predicted pathways they can take.

221

222 Ms. Taylor inquired about the ELO's and where they are going.

223
224 Principal Berry replied that there are different ways to define extended learning opportunities
225 according to the State DOE and each community has the opportunity to kind of define it the way
226 that they want. In his previous position there were about 6 different types of things that could be
227 considered ELO's. It could include Senior Projects, but it does not have to. There are different
228 pathways and options.

229
230 Ms. Taylor inquired if they are phasing out the Senior Project to make room for ELO's.

231
232 Principal Berry replied, no and he is not looking as if the Senior Project will be optional.

233
234 Ms. Taylor inquired if the SAU was sending graduate SSN's to the National Student Clearing
235 House, which is an outside party.

236
237 Mr. Steel replied, no.

238
239 Ms. Taylor asked what report/information are they receiving from the NSCH and how are they
240 doing that.

241
242 Mr. Steel replied that they subscribe to a service that the NHCH provides. They gather the
243 information on their graduates, and they provide them with demographic information that they
244 have on file, like their name, D.O.B. etc. They match that with data they have with all of the
245 universities in the country and let them know the progress of their graduates in completing
246 degrees.

247
248 Mr. Grondstra inquired if it was in the Principal's Report.

249
250 Ms. Taylor replied that she believes so, and it was in the Principal's Report last month. She
251 would like the reports that they have received from the NHCH.

252
253 Mr. Steel remarked that they have only been subscribing to it for the past two years. Last year
254 during Deliberative Session they published several graphs that displayed their data and how they
255 compare to other places. A lot of the information they receive from them is confidential. They
256 are happy to provide information that is public but not that is non-public.

257
258 Ms. Taylor requested information that is not confidential and questioned how the data is being
259 used and how it makes the school better.

260
261 Mr. Grondstra inquired when are those reports typically available.

262
263 Mr. Steel replied that he is not sure but will definitely follow up. To be clear, they are not
264 collecting information.

265
266 Ms. Taylor replied, right, but you are sending unique identifying information about out about our
267 graduates to the NSCH. That's how they identify that they are our students.

268 Mr. Steel replied, yes.

269

270 Mr. Grondstra added that they are going to pull #6 School Start Times and #7 Resignation
271 Letter.

272

273 **Mr. Coughlan motioned to approve consent agenda items 1. February 15th, 2021 Draft**
274 **Minutes, as amended, 2. Unanticipated Revenue \$700, 3. SCSD Projected UFB 01 31 2021,**
275 **4. January 2021 Treasurer's Report, 5. SCSD Feb. Facilities Report, and 8. March 2021**
276 **Principal's Report. Mr. Glover seconded the motion. Motion passed.**

277

278 **Mr. Grondstra called a Roll Call: Grondstra- Yes, Coughlan- Yes, Facey- Yes, Glover-Yes,**
279 **Grund- Yes, Torres- Yes and Taylor- Yes.**

280

281 Mr. Grondstra noted that he will give Ms. Delaney Facques, Community Council Liaison, time
282 to give an update.

283

284 Ms. Facques noted that the protection proposal that she had mentioned a few meetings ago was
285 passed unanimously. That proposal is to remove the current Souhegan policies of GBGAB and
286 JLCDA which don't allow for the distribution of condoms and other birth control devices. She
287 and Principal Berry want to give an update on senior class activities.

288

289 Last week they had a senior class meeting that was run by the senior class advisors and the
290 administration. Fang Fest is happening, and it will be the week before April. If possible,
291 everything will be held outside assuming the weather is good. The staff and administration are
292 making it inclusive for both remote and in-person students while also being Covid safe.

293

294 At the meeting, there was a survey given to Seniors, almost three-quarters of them responded.
295 The questions were around senior activities. She noted the statistics. Almost everyone was in
296 favor of going on the Senior Hike. This fall they did not collect senior dues and it would be an
297 added expense. For Project Graduation, they were discussing watching a drive-in movie and
298 other things.

299

300 The Board thanked Ms. Facques.

301

302 Ms. Taylor added that she would like to bring up the change for late start and how that ties into
303 the Strategic Vision.

304

305 Mr. Steel explained that this is not something directly tied to the Strategic Vision; however, this
306 is a topic that has been talked about for many, many years. In the same way that they strive to
307 have safe indoor air quality, well trained bus drivers, fire drills, etc. they want to have well rested
308 students. School start times fall in that category.

309

310 Ms. Taylor added that she knows that the start times were referenced on more than one strategic
311 vision presentation. She was trying to get something specific out of that.

312

313 She would like to bring up the science around late start and disrupting their routine.

314 Mr. Steel replied that their preferred solution is to have additional days for professional
 315 development for staff to avoid that disruption. He agreed with Ms. Taylor that the late starts do
 316 not seem to fit.

317
 318 Ms. Grund inquired about the feedback from the teachers and staff from the February vote.

319
 320 Mr. Steel noted that there have been minor things and it was not a consensus decision. There has
 321 not been anything new that has not been considered thus far. He asked Principal Berry and Ms.
 322 Meg Beauchamp, Director of Student Services if he forgot anything.

323
 324 Principal Berry added that at the building level there have been conversations about what it is
 325 going to look like with late starts in combination with the daily schedule.

326
 327 Mr. Grondstra asked if there were any other board comments.

328
 329 There were no further comments.

330
 331 **He called for a vote for the Consent Agenda item #6 proposed school start time as indicated**
 332 **in Superintendent Steel's memo.**

333
 334 **Mr. Grondstra called a Roll Call: Grondstra- Yes, Coughlan- Yes, Facey- Yes, Glover-Yes,**
 335 **Grund- Yes, Torres- Yes and Taylor- No. Motion passed (6 in favor, 1 opposed)**

336
 337 IV. Public Comment II of II

338
 339 Mr. Grondstra added that this is not meant to be a dialogue but more of an opportunity for the
 340 public to voice their opinion. He asked the public to please use the "raise your hand" feature.

341
 342 No Public Comment

343
 344 Mr. Grondstra added that he was remiss in asking for committee updates.

345
 346 V. Committee Updates

347
 348 Mr. Coughlan mentioned that PPC will have a meeting next week. He is assuming that there will
 349 be discussions around the start time.

350
 351 Ms. Taylor added that she has had difficulty following Community Council, she was looking for
 352 their links and the agendas. She believes that they have to follow the Right to Know
 353 requirements.

354
 355 Mr. Coughlan replied that they are not a board committee but constituted by the SHS
 356 constitution. It is an internal function of the school and not a part of the Right to Know Law. Ms.
 357 Taylor is right; they should have minutes and agendas.

358
 359 Ms. Facques remarked that she will work to make sure that it is up to date.

360 Ms. Facey added that there are minutes and she will work with Ms. Facques.

361

362 VI. Non- Public Session

363

364 **Mr. Glover motioned to enter into Non-Public Session RSA 91 A:3 II (a) and (c) at 7:58**
 365 **PM. Ms. Taylor seconded the motion. The vote was unanimous, motion passed.**

366

367 **Mr. Grondstra called a Roll Call: Grondstra- Yes, Coughlan- Yes, Facey- Yes, Glover-Yes,**
 368 **Grund- Yes, Torres- Yes and Taylor- Yes. Motion passed**

369

370 Members Present: Pim Grondstra, Steve Coughlan, Amy Facey, John Glover, Stephanie Grund,
 371 Laura Taylor, George Torres.

372

373 Other persons present during nonpublic session: Adam Steel- Superintendent, Meg Beauchamp
 374 – Director of Special Services, Michele Croteau – Business Administrator, Mike Berry –
 375 Principal, Amina Fazlic – Director of Human Resources

376

377 Description of matters discussed, and final decisions made. Note: Any votes taken must be
 378 recorded “in such a manner that the vote of each member is ascertained and recorded”:

379

380 Discussion regarding resignations to ensure proper staffing and the annual re-nomination process
 381 of Souhegan staff. The Superintendent presented his list of Staff Re-nominations for the Board
 382 members to discuss.

383

384 (Note: Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and
 385 the record of all actions shall be promptly made available for public inspection, except as
 386 provided in this section. Minutes and decisions reached in nonpublic session shall be publicly
 387 disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present,
 388 taken in public session, it is determined that divulgence of the information likely would affect
 389 adversely the reputation of any person other than a member of this board, or render the proposed
 390 action of the board ineffective, or pertain to terrorism. In the event of such circumstances,
 391 information may be withheld until, in the opinion of a majority of members, the aforesaid
 392 circumstances no longer apply.)

393

394 VII. Public Session

395

396 **Mr. Glover motioned to leave nonpublic session and return to public session at 9:13 PM.**
 397 **Motion was seconded by Ms. Taylor. The vote was unanimous, motion passed.**

398

399 No motion was made to seal the minutes.

400

401 Superintendent, Adam Steel, placed into nomination the list of professional staff discussed in
 402 non-public.

403

404 **Mr. Coughlan made a motion to re-elect the nominated professional staff put forward by**
405 **the Superintendent. The motion was seconded by Mr. Glover. The vote was unanimous,**
406 **motion passed.**

407
408 **Mr. Grondstra called a Roll Call: Grondstra- Yes, Coughlan- Yes, Facey- Yes, Glover-Yes,**
409 **Grund- Yes, Torres- Yes and Taylor- Yes. Motion passed**

410
411 **Ms. Facey motioned to adjourn the meeting. The motion was seconded by Mr. Glover. The**
412 **vote was unanimous, motion passed.**

413
414 **Mr. Grondstra called a Roll Call: Grondstra- Yes, Coughlan- Yes, Facey- Yes, Glover-Yes,**
415 **Grund- Yes, Torres- Yes and Taylor- Yes. Motion passed**

416
417 Non- Public minutes provided by Ms. Stephanie Grund, Secretary

418
419
420
421
422

Consent Agenda item #2

Souhegan Cooperative School District

Projected Unassigned Fund Balance
For Fiscal Year Ended 6/30/2021

Month Ended 2/28/21

	Anticipated Amount Remaining at Year End		Adopted Budget
Revenue	\$ 278,500	General Fund:	
Expense	\$ 524,300 **	Operating Budget	\$ 17,935,327
EO#38	\$ 18,000	Special Warrant Article - Reserve	\$ 100,000
Total	<u>\$ 820,800</u>	Total General Fund	<u>\$ 18,035,327</u>
		Food Service Fund	\$ 483,932
		Grant Fund	\$ 257,250
		Total Budget	<u>\$ 18,776,509</u>

** The FS program is projected to end the year with a loss of approx. \$200k due to reduced sales volume. We are waiting to hear if there will be Federal funding to help support this revenue shortfall. This loss is not factored into the projection above.

General Fund: *

	Budget	YTD 2/28/21	Anticipated YTD @ Year End	Anticipated Year End Excess / (Shortfall)
Revenue	18,035,327	12,201,743	18,313,827	278,500

	Budget	YTD Expenditure 2/28/21	Encumbrance 2/28/21	Total Expended and Encumbered	Anticipated Total @ Year End	Anticipated Year End Excess / (Shortfall)
Expense	18,035,327	10,025,615	6,573,191	16,598,806	17,511,027	524,300
Net	-					

* Excluding SPSFR #1 & EO#38

COVID Funding:

	Grant	Expected Expenditure @ Year End	
CARES	\$ 13,730	\$ 13,730	Allocation based on Free & Reduced Lunch participation rates (ESSER I)
SPSRF #1	\$ 149,600	\$ 149,600	\$200/student
SPSRF #2	-	-	Competitive submission; Did not meet criteria to submit request
	<u>\$ 163,330</u>	<u>\$ 163,330</u>	

CRRSA Act	<u>\$ 54,607</u>		From \$156m Federal COVID funding; eligible expenses from 3/13/2020 through 9/30/2023 (ESSER II). Not yet in GMS. Use TBD.
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	Approval	Anticipated Total Expenditure @ Year End	Anticipated Amount Remaining @ Year End
EO #38	\$ 417,329	\$ 399,329	\$ 18,000

Consent Agenda Item #3

Souhegan Cooperative School District

Report of Fund Balance
as of 2/28/2021

Expendable Trusts Funds:

School Maintenance Fund - Expendable Trust
Unfunded Liabilities Fund- Expendable Trust
Students with Disabilities - Expendable Trust*

Beginning Balance	Month to Date		Year to Date		Adj for Fair Mkt Value	Ending Balance
	Income	Disbursements	Income	Disbursements		
\$251,513	\$26		\$100,590		\$225	\$352,353
\$54,210	\$4		\$92		\$35	\$54,341
\$307,016	\$92		\$6,671		\$74,169	\$387,948
\$659,728	\$122	\$0	\$107,353	\$0	\$74,429	\$794,643

*Includes adj to FMV

Revolving Fund (Savings Account)
Turf Field

Beginning Balance	Month to Date		Year to Date		Ending Balance
	Income	Disbursements	Income	Disbursements	
\$37,951	\$7	\$0	\$21,641	\$0	\$59,599

March 13, 2001

Article 5

ESTABLISH A SCHOOL DISTRICT TRUST FUND AND NAME AGENTS.
Shall the school district vote to create an expendable trust fund under the provisions of RSA 198:20-c, to be known as the Souhegan Cooperative Fund for Educationally Handicapped Students, for the purpose of offsetting the cost of unpredictable special education obligations. Furthermore, to name the school board as agents to expend from this fund, and to raise and appropriate the sum of fifty thousand dollars (\$50,000) toward this purpose. **The school board, by a vote of 6-0, and the**

March 8, 2005

ARTICLE 3.

Shall the school district vote to create an expendable trust fund under the provisions of RSA 198:20-c to be known as the School Maintenance Fund, to be held by the Trustees of the Trust Funds of the Town of Amherst, for the purpose of repairing and maintaining the school facilities and equipment, and for capital improvements? Furthermore, to raise and appropriate the sum of one dollar (\$1) toward this purpose and authorize the use of that amount from the unreserved fund balance (no amount to be raised from taxation), and name the school board as agents to expend from this fund. **The School Board and Finance Committee recommend this appropriation. Majority vote required to pass. The receipt and expenditure of these funds have no impact on the tax rate.**

March 13, 2007

ARTICLE 4.

To see if the school district will vote to create an expendable trust fund under the provisions of RSA 198:20-c, to be known as the fund for unfunded liabilities for retiring employees, for the purpose of payment of retirement benefits currently accruing. Furthermore, to raise and appropriate \$25,000 toward this purpose and to name the school board as agents to expend from this fund. **Majority ballot vote required to pass.**

*1320 220
1548Y
YES
NO
1341 196
1537M*

The Souhegan Cooperative School Board unanimously recommends the passage of this article. The Souhegan Advisory Finance Committee unanimously recommends the passage of this article.

March 8, 2016

Article 3

Shall the Souhegan Cooperative School District establish a Recreation Revolving Fund under the provisions of RSA 35-B:2,II? The money received from fees and charges for recreation services and facilities in the District shall be allowed to accumulate from year to year, and shall not be considered part of the general unassigned fund balance. The treasurer shall have custody of all monies in the fund, and shall pay out the same only upon order of the School Board (no further legislative body approval is required). These funds may be expended only for the recreation purposes, including installation, replacement and maintenance of a synthetic turf field, stated in RSA 35-B and no expenditure shall be made in such a way as to require the expenditure of other funds that have not been appropriated for that purpose.

Majority vote required to pass.

The Souhegan Cooperative School Board unanimously recommends the passage of this article by a vote of 7 to 0. The Souhegan Cooperative School District Advisory Finance Committee unanimously recommends the passage of this article by a vote of 7 to 0. No Tax Impact.

Consent Agenda Item #4

Souhegan Cooperative School District Treasurer Report

February-2021

Souhegan Cooperative School District		
Monthly Report of the Treasurer		
as of 2/28/2021		
Cash on hand	2/1/2021	\$2,284,033.05
Deposits		\$1,423,612.90
AP-PR		(\$1,306,472.95)
Balance on hand	2/28/2021	\$2,401,173.00

Field Maintenance Savings		
as of 2/28/2021		
Cash on hand	2/1/2021	\$59,592.56
Deposits		\$6.86
AP-PR		\$0.00
Balance on hand	2/28/2021	\$59,599.42

Filename: 2021-02-SCSD Treasurer Report.xlsx
 Month 2/1/2021

Souhegan Cooperative School District
 Monthly Reconciliation Report
 Combined Accounts

	Peoples United	Peoples United	Peoples United	
February-21	*1925	*9527	*5661	TOTAL
	Cash Management	Municipal Checking	Municipal Savings	
2/28/2021	\$238,937.67	\$68,000.00	\$2,475,126.29	\$2,782,063.96
Outstanding Checks: (subtract)				
a) Accounts Payable		\$(20,913.26)		
b) Payroll		\$(359,977.70)		
c) Payroll Direct Deposit & IRS				
Total Outstanding		\$(380,890.96)		\$(380,890.96)
Reconciled Book Balance				\$2,401,173.00
Balance from Treasurer's Journal				\$2,401,173.00
				-

**Souhegan Cooperative School District
Treasurer's Cash Journal**

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
2/1/2021	Beginning Balance		2/1/2021	Beginning Balance		\$2,284,033.05
2/1/2021	Town of Amherst	\$1,181,867.00	2/2/2021	Payroll Direct Deposit pp16 v6441	(\$227,522.19)	\$3,238,377.86
2/8/2021	State of NH Project Reimbursement	\$26,922.70	2/2/2021	Payroll Direct Deposit pp16 v6442	(\$43,401.33)	\$3,221,899.23
2/16/2021	Remote Deposit 8935528390	\$195,907.35	2/16/2021	Payroll Direct Deposit pp17 v6447	(\$235,741.93)	\$3,182,064.65
2/26/2021	Remote Deposit 8953976510	\$3,917.41	2/16/2021	Payroll Direct Deposit pp17 v6448	(\$43,445.35)	\$3,142,536.71
			2/4/2021	Payroll pp16 v6444	(\$39,805.24)	\$3,102,731.47
			2/4/2021	Payroll pp16 v6446	(\$2.90)	\$3,102,728.57
			2/18/2021	Payroll pp17 v6450	(\$44,060.58)	\$3,058,667.99
			2/8/2021	Payroll 457(b) pp16 v6443	(\$6,413.84)	\$3,052,254.15
			2/22/2021	Payroll 457(b) pp17 v6449	(\$6,273.06)	\$3,045,981.09
			2/2/2021	Payroll Mass DOR - January	(\$1,130.80)	\$3,044,850.29
			2/23/2021	Payroll Mass DOR - February v6452	(\$1,046.40)	\$3,043,803.89
			2/4/2021	Payroll pp16 v17 ck6071379-6071386	(\$7,020.77)	\$3,036,783.12
			2/18/2021	Payroll pp17 v18 ck6071430-6071441	(\$13,067.85)	\$3,023,715.27
			2/4/2021	Payroll Ded pp16 v6445 ck6071387-6071390	(\$1,441.23)	\$3,022,274.04
			2/18/2021	Payroll Ded pp17 v6451 ck6071442-6071445	(\$1,454.98)	\$3,020,819.06
			2/18/2021	Payroll Ded v6453 ck6071446-6071449	(\$354,398.02)	\$2,666,421.04
						\$2,666,421.04
			2/9/2021	Expense v1773 ck6071391-6071429	(\$167,732.18)	\$2,498,688.86
			2/18/2021	Expense v1774 ck6071450-6071476	(\$115,256.47)	\$2,383,432.39
			2/8/2021	Expense VOID ck6070696	\$1,060.00	\$2,384,492.39
			2/18/2021	Expense VOID ck6071370	\$1,200.00	\$2,385,692.39
			2/25/2021	Expense VOID ck6071428	\$600.00	\$2,386,292.39
						\$2,386,292.39
						\$2,386,292.39
2/28/2021	February Credit Card transactions	\$13,317.00				\$2,399,609.39
2/28/2021	February Food Service	\$1,349.85				\$2,400,959.24
			2/2/2021	Authorize.net credit card fees for Jan	(\$19.40)	\$2,400,939.84
2/28/2021	February Interest - Cash Management	\$22.96	2/3/2021	Vantiv Credit Card fees for Jan MM-303	(\$45.87)	\$2,400,916.93
2/28/2021	February Interest - Municipal Savings	\$308.63	2/9/2021	Merchant Services fees for Jan BIPUMFIN	(\$52.56)	\$2,401,173.00
2/28/2021	Ending Balances	\$1,423,612.90			(\$1,306,472.95)	\$2,401,173.00
				Payroll Debits	(\$648,843.62)	
				Payroll Checks	(\$377,382.85)	
				AP Checks	(\$280,128.65)	
				Other Debits	(\$117.83)	

SCSD Treasurer's Report
Unreconciled Check Register

Uncleared Transactions
SCSD Checking 9527

Num	Date	Payee	C Memo Category	Amount
Expense Categories				
Payroll Ded				
6071446	2/18/2021	HAMPSHIRE HILLS	6453 Payroll Ded	(\$560.55)
6071447	2/18/2021	HEALTHTRUST, INC.	6453 Payroll Ded	(\$199,193.11)
6071448	2/18/2021	MONY LIFE INSURANCE COMPANY OF A	6453 Payroll Ded	(\$4,234.50)
6071449	2/18/2021	NEW HAMPSHIRE RETIREMENT SYSTEM	6453 Payroll Ded	(\$150,409.86)
Total Payroll Ded				(\$354,398.02)
Payroll				
6071381	2/4/2021	St. Cyr, Daniel M	17 Payroll	(\$138.52)
6071382	2/4/2021	Stockwell, Bridget	17 Payroll	(\$138.52)
6071385	2/4/2021	Tom, Vincent J.	17 Payroll	(\$439.22)
6071433	2/18/2021	Pittera, Alex J	18 Payroll	(\$1,250.98)
6071434	2/18/2021	Thibodeau, Daniel	18 Payroll	(\$1,175.18)
6071440	2/18/2021	Tom, Vincent J.	18 Payroll	(\$439.22)
6071441	2/18/2021	Whelan, Sean M	18 Payroll	(\$1,998.04)
Total Payroll				(\$5,579.68)
Expense!				
6070519	8/13/2020	COMSTOCK, MERAL	1760 Expense!	(\$13.15)
6070523	8/13/2020	CUMMINGS, SANDY	1760 Expense!	(\$49.65)
6070553	8/13/2020	JOHNSON, ASHLEY	1760 Expense!	(\$18.45)
6070574	8/13/2020	POWELL, WILLIAM	1760 Expense!	(\$37.80)
6070595	8/13/2020	WOODFORD, MARTIN	1760 Expense!	(\$80.55)
6071095	12/3/2020	CONDE NAST	1768 Expense!	(\$59.99)
6071238	1/4/2021	KUNYOSYING, SARAH	1770 Expense!	(\$27.00)
6071267	1/14/2021	BRALEY, KELLI	1771 Expense!	(\$28.25)
6071271	1/14/2021	CHAMBERLAIN, THOMAS	1771 Expense!	(\$11.15)
6071289	1/14/2021	HENLINE, HEATHER	1771 Expense!	(\$35.50)
6071294	1/14/2021	LEARNWELL	1771 Expense!	(\$614.46)
6071352	1/28/2021	LEARNWELL	1772 Expense!	(\$292.60)
6071408	2/9/2021	CHARLAND, JIM	1773 Expense!	(\$65.00)
6071419	2/9/2021	LIGHTHOUSE SCHOOL, INC.	1773 Expense!	(\$7,932.75)
6071450	2/18/2021	AMAZON	1774 Expense!	(\$616.39)
6071451	2/18/2021	AT&T MOBILITY LLC	1774 Expense!	(\$70.76)
6071452	2/18/2021	AUTISM BRIDGES	1774 Expense!	(\$6,627.50)
6071453	2/18/2021	BRAVO MUSIC, INC.	1774 Expense!	(\$210.00)
6071455	2/18/2021	CANON SOLUTIONS AMERICA, INC.	1774 Expense!	(\$47.33)
6071459	2/18/2021	Driscoll, Kelly L.	1774 Expense!	(\$55.00)
6071463	2/18/2021	INTRADO INTERACTIVE SERVICES COR	1774 Expense!	(\$1,326.94)
6071464	2/18/2021	LOCKITT, ALISON	1774 Expense!	(\$1,072.50)
6071465	2/18/2021	LOWE'S	1774 Expense!	(\$60.85)
6071466	2/18/2021	MSB CONSULTING GROUP, LLC	1774 Expense!	(\$251.42)
6071467	2/18/2021	MUSIC & ARTS CENTERS	1774 Expense!	(\$160.16)
6071472	2/18/2021	UNITED SITE SERVICES	1774 Expense!	(\$335.21)
6071473	2/18/2021	UNIVERSAL ENVIRONMENTAL CONSULTA	1774 Expense!	(\$572.90)
6071476	2/18/2021	WETHERBEE PLUMBING & HEATING	1774 Expense!	(\$240.00)
Total Expense!				(\$20,913.26)
Total Expense Categories				(\$380,890.96)
Grand Total				(\$380,890.96)

Souhegan Cooperative School District
Field Maintenance Savings

Souhegan Cooperative School District
Field Maintenance Checking (~~9145~~)**
Field Maintenance Savings (*4777)

Closed 4/21/2020
Opened 4/21/2020

Date	Type	Check #	Description	Credit	Debit	Balance
3/1/2017	Opening Balance					\$-00
12/31/2019	December Closing Balance					\$37,937.47
1/31/2020	January Closing Balance					\$37,937.47
2/29/2020	February Closing Balance					\$37,937.47
3/31/2020	March Closing Balance					\$37,937.47
4/21/2020	Balance Transfer		Transferred balance to new Savings		(\$37,937.47)	\$0.00
4/21/2020	OPEN ACCOUNT		New Savings Account			\$0.00
4/21/2020			Transferred balance to new Savings	\$37,937.47		\$37,937.47
4/30/2020	Interest		Interest	\$1.14		\$37,938.61
4/30/2020	April Closing Balance					\$37,938.61
5/29/2020	Interest		Interest	\$6.03		\$37,944.64
5/29/2020	May Closing Balance					\$37,944.64
6/30/2020	Interest		Interest	\$6.66		\$37,951.30
6/30/2020	June Closing Balance					\$37,951.30
7/31/2020	July Closing Balance		Interest	\$6.44		\$37,957.74
8/31/2020	August Closing Balance		Interest	\$6.45		\$37,964.19
9/30/2020	Deposit		Amherst Field Use	\$21,591.16		\$59,555.35
9/30/2020	September Closing Balance		Interest	\$6.36		\$59,561.71
10/31/2020	October Closing Balance		Interest	\$8.57		\$59,570.28
11/30/2020	November Closing Balance		Interest	\$7.59		\$59,577.87
12/31/2020	December Closing Balance		Interest	\$7.59		\$59,585.46
1/31/2021	January Closing Balance		Interest	\$7.10		\$59,592.56
2/28/2021	February Closing Balance		Interest	\$6.86		\$59,599.42

Souhegan Cooperative School District
Credit Card Summary

DATE	TERMINAL ID	NET PRESENTED	REJECTS	NONSETTLED NET SALES	ADJUSTED NET SALES	FEEES	CHARGEBACKS/ ADJUSTMENTS	NET POSITION	MM-303
1/30/2021	SUMMARY	\$190.00	\$-00	\$-00	\$190.00	\$-00	\$-00	\$190.00	In February
1/31/2021	SUMMARY	\$-00	\$-00	\$-00	\$-00	\$(45.87)	\$-00	\$(45.87)	Fees in February
2/1/2021	SUMMARY	\$285.00	\$-00	\$-00	\$285.00	\$-00	\$-00	\$285.00	
2/2/2021	SUMMARY	\$587.00	\$-00	\$-00	\$587.00	\$-00	\$-00	\$587.00	
2/3/2021	SUMMARY	\$190.00	\$-00	\$-00	\$190.00	\$-00	\$-00	\$190.00	
2/4/2021	SUMMARY	\$190.00	\$-00	\$-00	\$190.00	\$-00	\$-00	\$190.00	
2/5/2021	SUMMARY	\$665.00	\$-00	\$-00	\$665.00	\$-00	\$-00	\$665.00	
2/6/2021	SUMMARY	\$380.00	\$-00	\$-00	\$380.00	\$-00	\$-00	\$380.00	
2/7/2021	SUMMARY	\$190.00	\$-00	\$-00	\$190.00	\$-00	\$-00	\$190.00	
2/8/2021	SUMMARY	\$1,425.00	\$-00	\$-00	\$1,425.00	\$-00	\$-00	\$1,425.00	
2/9/2021	SUMMARY	\$380.00	\$-00	\$-00	\$380.00	\$-00	\$-00	\$380.00	
2/10/2021	SUMMARY	\$173.00	\$-00	\$-00	\$173.00	\$-00	\$-00	\$173.00	
2/11/2021	SUMMARY	\$285.00	\$-00	\$-00	\$285.00	\$-00	\$-00	\$285.00	
2/13/2021	SUMMARY	\$285.00	\$-00	\$-00	\$285.00	\$-00	\$-00	\$285.00	
2/14/2021	SUMMARY	\$285.00	\$-00	\$-00	\$285.00	\$-00	\$-00	\$285.00	
2/15/2021	SUMMARY	\$950.00	\$-00	\$-00	\$950.00	\$-00	\$-00	\$950.00	
2/16/2021	SUMMARY	\$777.00	\$-00	\$-00	\$777.00	\$-00	\$-00	\$777.00	
2/17/2021	SUMMARY	\$855.00	\$-00	\$-00	\$855.00	\$-00	\$-00	\$855.00	
2/18/2021	SUMMARY	\$665.00	\$-00	\$-00	\$665.00	\$-00	\$-00	\$665.00	
2/19/2021	SUMMARY	\$2,090.00	\$-00	\$-00	\$2,090.00	\$-00	\$-00	\$2,090.00	
2/20/2021	SUMMARY	\$1,805.00	\$-00	\$-00	\$1,805.00	\$-00	\$-00	\$1,805.00	
2/21/2021	SUMMARY	\$95.00	\$-00	\$-00	\$95.00	\$-00	\$-00	\$95.00	
2/23/2021	SUMMARY	\$95.00	\$-00	\$-00	\$95.00	\$-00	\$-00	\$95.00	
2/25/2021	SUMMARY	\$475.00	\$-00	\$-00	\$475.00	\$-00	\$-00	\$475.00	
2/28/2021	SUMMARY	\$285.00	\$-00	\$-00	\$285.00	\$(235.34)	\$-00	\$49.66	In March Banking
					\$13,317.00				Total February

Consent Agenda Item #5

SAU #39

3/26/2021

Souhegan High School

March Facilities Update

Vendor Maintenance Completed

- Building Management System upgrades
- Boiler room repairs (Damper, ignitor, 10 RIB relays)
- Replaced RTU #1 humidity sensor
- Replaced zone valve room 201
- Replaced boiler #7 gas valve
- Rebuilt Annex hot water pump coupler
- Replaced Annex hot water pump
- Crosswalk line striping
- Repair to roof membrane on front entrance canopy
- Repair to turf field fence
- Weekly temporary custodial services
- Waste management services weekly schedule
- Monthly pest services monitoring program

SHS Facilities Staff Projects Completed

- Reset main building main breaker due to power failure
- Painted columns near principals office, 1st floor core area, 2nd floor near information center, room 202, 220, and 221
- Painting and replacement of the front field fencing
- Replaced broken ceiling tiles in room 168 and Library
- Installed air filters in room 168
- Repaired leaking toilet in maintenance room
- Adjusted plenum ceiling return fan mounting screws and cleaned while dismantled
- Painted stairwell railings in Annex building
- Remounted bulletin board in Annex
- Gymnasium seat adjustments/repairs
- Repair to greenhouse exhaust screen
- Installed table outlets in the library
- [Daily water meter readings are being recorded](#)
- [Daily cleaning and disinfecting](#)
- [Monthly Fire extinguisher inspection](#)

Upcoming Work

- Building Management System upgrades
- Annex boiler #2 replacement (June)
- Building generator replacement battery

Tripped 2000 amp 277/480 volt main breaker



District electrician resetting the main breaker



Crosswalk line striping



Touch free faucet repair



Annex stairwell painted railings



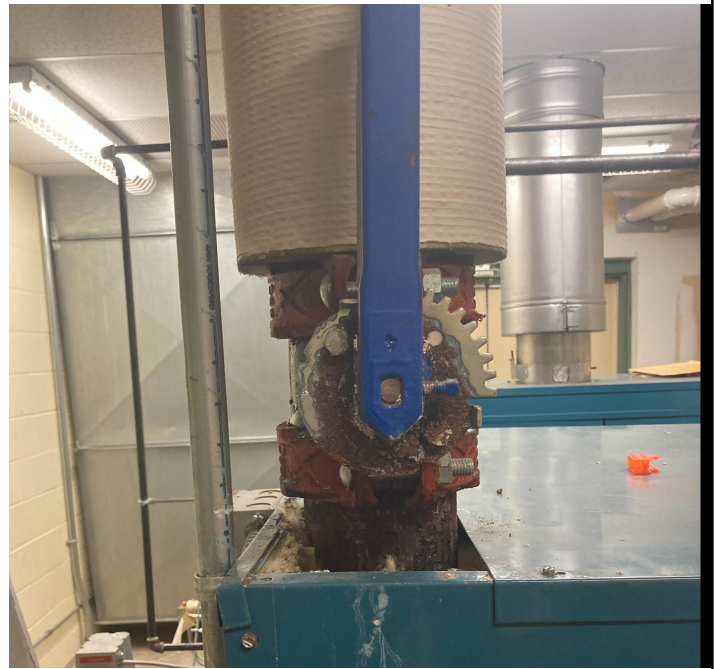
Annex domestic hot water pump



Annex boiler #2



Annex boiler #2, 4" valve and couplings





Souhegan High School

Consent Agenda Item #6

PRINCIPAL REPORT----April 2021

Hope all is well.

I appreciate the opportunity to update the Souhegan School Board. The purpose of this communication is to communicate the work towards evolving and improving Souhegan in both the short term and long term.

We have strived to create the best educational experience we can for the students of Souhegan. I have organized the report into four sections.

1. Souhegan Entry Plan - Berry
2. Opening Plan and Update
3. Facilities, Finance, Operations
4. 2020-2021 Initiatives and Objectives



Souhegan Entry Plan

A learning based entry plan for Souhegan High School

Introduction and Purpose:

This entry plan is to be considered a fluid document and already has taken on a different form given the circumstances we find ourselves in 2020. In preparation for the opportunity to serve your faculty, staff, students and families, I have developed a plan for my entry that outlines key activities that I would undertake in order to learn as much as possible about SAU #39 and Souhegan High School. This plan was written from the belief that a critical task for me as a new member of the SAU would be to learn from students, families, community members, and staff so that my decision making will be informed by a deep and broad understanding of the school districts comprising the SAU, as well as my past experience.

The main purpose of this entry plan is to become more informed of those areas about which I have not already learned and begin developing steps to continue the great work that Souhegan has accomplished in the name of all students. This work is never done alone as I will be collaborating with the SAU office and school leaders, a Transition Team representing a range of stakeholders, colleagues and students. This group will be a valuable support during the entry phase as well as provide input on the findings resulting from the research.

Findings will be organized into themes and produced in the form of an Entry Report that we will present to the Superintendent at a date to be determined. The report will include information and patterns of data that will serve as a foundation for aligning Souhegan High School goals to SAU - wide goals, the district Strategic plan developing a strategy, developing a timeline for guideposts and creating individual plans for implementation in the Summer and Fall of 2021.

As the year goes on I will update the Board on additional phases.

Update: (As of 04_05_21)

PO Box 1152
412 Boston Post Road
Amherst NH, 03031



Phone: (603) 673-9940
Fax: (603) 673-0318
<http://sau39.org/shs>

1. On April 7, 2021 we are having a staff meeting to move forward with the reframing of the 10th grade experience.
 - a. The experience will still include the following:
 - i. Flexibility in daily schedule for curriculum driven connection and student choice
 - ii. Support for students (responsive connection and intervention)
 - iii. Interdisciplinary partnerships
 - iv. Common planning time for teachers
 - v. Heterogeneous groupings
 - vi. Increased choice for students
 - vii. Scheduling to be open up for teachers and students
 - viii. Continued progress toward personalizing the Pathway to Graduation
2. On Friday, April 2, 2021 we put out the plans for Fang Fest 2021. We are hoping to host the event as planned, but have made contingency plans if we need to make some changes depending on the circumstances we find ourselves in during the week of April 19, 2021.
3. During the spring of 2021, faculty has and will continue to engage in a visioning process to identify a discrete set of principles to guide Souhegan’s vision for learning going forward. These guiding principles will be used to inform decision-making and prioritization of professional learning, and to improve communication and transparency about the principles of learning that define students’ learning experiences at Souhegan.
4. We are in the process of planning both the Junior and Senior Proms.



Opening Plan Update

At the time of this report we are in segment 9 and planning of the school year and planning for the logistics and details of segment 10 and 11.

1. Beginning on April 7, 2021 we asked staff and teachers to come to Souhegan to work. The hope is that they will be able to invite more students into the building on Wednesdays.
2. We are continuing to ask certain students to come into school for in-person support and interventions who are remote and could benefit from in person learning.

Update: (04-05_21)

Remote Teachers

- Segment one 28 teachers
- Segment two 31 teachers
- Segment three 22 teachers
- Segment four 21 teachers
- Segment five 23 teachers
- Segment Six 20 teachers
- Segment Seven 19 teachers
- Segment Eight 15 teachers

- Segment Nine 6 teachers

Facilities, Finance, Operations

As the school year progresses we will use this section as an opportunity to update the board on academic, budget, college and career planning, curriculum, enrollment, facilities, personalized pathways, SEL, or other Souhegan operation initiatives.

Total Enrollment

Grade	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9	164	163	162	163	163	163	162			
10	178	178	179	179	179	179	179			
11	190	190	188	189	190	192	192			
12	179	179	179	179	179	179	179			
Total	711	710	708	710	711	713	712			

Remote Learners

Grade	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9	39	30	30	63	51	33	32			
10	46	49	49	95	87	45	45			
11	45	46	49	120	118	60	60			
12	45	52	57	82	88	61	61			
Total	175	177	185	360	346	199	198			

Homeschool Students

Grade	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9	3	2	2	2	2	2	3			
10	0	0	0	0	0	0	0			
11	1	1	1	1	1	1	1			
12	0	0	0	0	0	0	0			
Total	4	3	3	3	3	3	4			

Update: (04_05_21)

- Preparations for SAT administration April 14, 2021 are underway. This is the first time we will be administering the SAT in a digital format.
- NH SAS is scheduled to be administered on May 5, 2021.
- Dual enrollment applications have been submitted to SNHU for 5 Souhegan courses. At this time, AP US History, AP Spanish, and AP French have been approved for 2 college level courses each.
- The scheduling process for the 2021-2022 has begun. We anticipate building the schedule during the week of April 26th. This process will take a few weeks.

Hiring update:

- We have started the interview process for the various positions at Souhegan High School for the



2021-2022 school year.

2020-2021 Initiatives and Objectives

- Ensure the master schedule, administration organization and Faculty and Staff structure that fosters collaboration, teacher agency, student agency.

***After feedback from the Souhegan Cooperative School Board, conversation with the SAU leadership team and Souhegan Leadership team we have decided to work on connecting the Souhegan 2021-2023 initiatives, objectives, outputs and outcomes with the wider SAU 39-wide vision. The intention is to have these presented to school board in the Fall of 2021

CALENDAR EVENTS

April--

- 4/7 - Paying for College 101 Zoom Webinar
- 4/12—Souhegan Cooperative School Board Meeting
- 4/14—SAT for all Juniors
- 4/19-4/23—Fang Fest
- 4/26-4/30—April Vacation

May--

- 05/08 --Junior Prom
- 05/13--Junior Book Awards
- 05/14--Senior Prom
- 05/18--Senior Scholarship and Awards Night
- TBD--Division II Awards

June--

- 06/04--Graduation (tentative)

Respectfully Submitted,

Michael Berry



SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE
Amherst, Mont Vernon, and Souhegan Cooperative School Districts

ADAM A. STEEL
Superintendent of Schools

CHRISTINE M. LANDWEHRLE
Assistant Superintendent

MARGARET A. BEAUCHAMP
Director of Student Services

MICHELE CROTEAU
Business Administrator



Consent Agenda item #7

To: Adam Steel, Superintendent of Schools

From: Christine Landwehrle, Assistant Superintendent

RE: Title I Summer Program Update

April 5, 2021

Title I Summer Programming Update

Jenn Huard is helping to oversee the Title I program at Souhegan and has met with building leadership across the SAU to begin brainstorming summer program details. Souhegan will be holding a summer Title I program for incoming ninth through twelfth grade students. This program will be for students that have not yet met grade level expectations in English language arts or math. Based on our initial review of student data, we plan to target mainly incoming ninth and tenth grade students.

We are in the process of determining program dates with our Title I project manager, Sarah Sullivan. Sarah is obtaining feedback from teachers on our program so we can finalize program details, determine staffing needs, and outline our budget. Once our program is outlined, we will post for our Title I teachers. In addition, we will be working closely with our department coordinators and project manager to outline a summer program scope and sequence and materials to ensure we are providing students with targeted instruction to help fill holes and gaps.

Requested Board Action

- 1. None: Information only.**

Souhegan Cooperative School District

Projected Unassigned Fund Balance
For Fiscal Year Ended 6/30/2021

Month Ended 3/31/21

	Anticipated Amount Remaining at Year End		Adopted Budget
Revenue	\$ 299,400	General Fund:	
Expense	\$ 343,300 **	Operating Budget	\$ 17,935,327
EO#38	\$ -	Special Warrant Article - Reserve	\$ 100,000
Total	\$ 642,700	Total General Fund	\$ 18,035,327
		Food Service Fund	\$ 483,932
		Grant Fund	\$ 257,250
		Total Budget	\$ 18,776,509

** The FS program is projected to end the year with a loss of approx. \$205k due to reduced sales volume. There is no Federal funding to help support this revenue shortfall. This loss is factored into the projection above.

General Fund: *						
	Budget	YTD 3/31/21	Anticipated YTD @ Year End	Anticipated Year End Excess / (Shortfall)		
Revenue	18,035,327	13,678,255	18,334,727	299,400		
	Budget	YTD Expenditure 3/31/21	Encumbrance 3/31/21	Total Expended and Encumbered	Anticipated Total @ Year End	Anticipated Year End Excess / (Shortfall)
Expense	18,035,327	11,306,344	5,379,320	16,685,664	17,692,027	343,300
Net	-					
* Excluding SPSFR & EO#38						

COVID Funding:			
	Grant	Expected Expenditure @ Year End	
CARES	\$ 13,730	\$ 13,730	Coronavirus Aid, Relief, and Economic Security Act (CARES) passed by Congress on 3/27/2020; Allocation based on Free & Reduced Lunch participation rates (ESSER I)
SPSRF #1	\$ 149,600	\$ 149,600	\$200/student; Governor's Office for Emergency Relief and Recovery (GOFERR)- Supplemental Public School Response Fund (SPSRF) funding
SPSRF #2	-	-	Competitive submission; Did not meet criteria to submit request
	<u>\$ 163,330</u>	<u>\$ 163,330</u>	
CRRSA Act	\$ 54,607		From \$156m Federal COVID funding Coronavirus Response and Relief Supplemental Appropriation (CRRSA) Act; eligible expenses from 3/13/2020 through 9/30/2023 (ESSER II). Use TBD.
ARP ACT	<u>TBD</u>		American Rescue Plan Act 2021; ESSER III Anticipate \$127K
	Approval	Anticipated Total Expenditure @ Year End	Anticipated Amount Remaining @ Year End
EO #38	\$ 417,329	\$ 417,329	\$ -

To: Adam Steel, Superintendent

From: Michele Croteau, Business Administrator

Date: 4/5/21

Regarding: SCSD FY21 Year End Project List

A year end project list for consideration for Souhegan Cooperative School District for FY21 can be found by clicking on the following link: [SHS End of Year Projects 2021](#).

In summary, the list contains 10 projects for discussion. Of the 10 projects, the suggested top priorities include the following 4 projects which are indicated in bold in the file; replacement of the kitchen water heater, HVAC PM work, replacement of the sign at the school entrance with an electronic sign, and replacement of auditorium curtains. The HVAC PM work could be funded with Emergency Order funds and we are investigating the possible use of ESSER II funding for the sign.

The list also contains 2 projects (security entrance and Annex Science classroom renovations) which appear in the file with strikethrough formatting of the request. These 2 projects are on the list to keep them in the forefront of the discussions due to their level of importance, but they are not feasible as year end projects for FY21. These projects are beyond the scope of building repairs or maintenance and as such would rise to the level of building construction projects. There is no budgetary authority in FY21 to spend operating budget funds on construction projects. Therefore funding these 2 projects would not be an appropriate use of unexpended funds at year end.

The remaining 4 projects include lockers for the locker rooms (this project is currently included in the FY22 proposed operating budget), repair block on the building, paving, and exterior door replacements.