

# 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



## Souhegan Cooperative Board Meeting

Tuesday, August 20, 2019 – 6:00 PM

Souhegan High School  
412 Boston Post Road  
Amherst, NH 03031

Agenda Item	Time	Desired Action	Backup Materials
Pledge of Allegiance	6:00 PM		
Call to Order	6:00 PM		None
Public Comment I of II	6:05 PM		
Public Hearing	6:10 PM	Board action to accept Donation in the amount of \$5210.00 from NH Charitable Foundation	Memo
Superintendent's Report	6:20 PM	Mr. Steel to present his Superintendent's Report	None
Committee Updates	6:30 PM	Board and Community Council Rep. to give Committee updates	None
Consent Agenda- Approval	6:35 PM	<ol style="list-style-type: none"><li>1. Draft Minutes of June 17, 2019</li><li>2. Unanticipated Revenue \$5,210.00</li><li>3. June 2019 Treasurer's Report</li><li>4. July 2019 Treasurer's Report</li><li>5. Policies 2nd Reading- (From May 2018 and Dec 2018 SAU Meetings/1<sup>st</sup> reading in June 19) ADB, BDA, BEA, BEC, BEDC, BEDH, BG, JLCE/EBBC, KFA, JICI, GCFA and Policies from 05 23 19 SAU- DBF, DBI, DBJ, EHB, EHB-R, and KE/KEB.</li></ol>	Draft Minutes Memo June 2019 Treasurer's Report July 2019 Treasurer's Report Policy Packet
Nominations	6:40 PM	Board to discuss new hires for the 2019-2020 school year.	None
DOE25/MS25	6:50 PM	SAU #39 Business Administrator, Ms. Michele Croteau to review the DOE 25/MS 25 for the Board.	None

Initial FY 21' Budget Discussion	7:00 PM	<i>Ms. Croteau to gather feedback from the Board and provide an overview of the proposed budget.</i>	None
Strategic Vision Discussion	7:20 PM	<i>Superintendent Steel to discuss the SAU Board's adopted Strategic Vision and highlight strategic priorities for the school year.</i>	None
Public Comment II of II	7:50 PM		
Non- Public Session	7:55 PM	RSA 91 A:3 II ( )	
Meeting Adjourned	8:00 PM		

# For Public Hearing

## MEMO



School Administrative Unit 39  
1 School Street  
P.O. Box 849  
Amherst, NH 03031  
Phone: 603-673-2690  
Fax: 603-672-1786

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**Date:** 08/20/2019  
**To:** Adam Steel, Superintendent of Schools  
**From:** Sarah Jardim-Lee, Accountant  
**Re:** Unanticipated Revenue

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Unanticipated revenue in the amount of \$5,210.00 has been received by the Souhegan Cooperative School District this month.

### Requested Board Actions

1. Motion: To accept a donation in the amount of \$5,210.00 from the New Hampshire Charitable Foundation to support the Saber Start Up Program. These funds shall be accepted into the Special Revenue Fund.

**Sarah Jardim-Lee**

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**Subject:**

FW: NH Charitable Foundation Grant Application (INV-P-2019-3859)

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From: [grantapp@nhcf.org](mailto:grantapp@nhcf.org) <[grantapp@nhcf.org](mailto:grantapp@nhcf.org)>

Sent: Friday, August 2, 2019 2:50 PM

To: Natasha Kolehmainen

Subject: NH Charitable Foundation Grant Application (INV-P-2019-3859)

Dear Natasha,

Thank you for your application to the New Hampshire Charitable Foundation's Invited Grants Project program. We appreciated learning more about your work, and are pleased to tell you that your application (INV-P-2019-3859) was selected for funding. Your organization will receive an award of \$5,210.00 over a period of one year.

You will receive an award letter accompanied by the Terms of Award via mail. This letter will contain the specific terms of the grant. If you have not received this notification within two weeks please contact our office at 603-225-6641 option 5.

Congratulations, and we look forward to hearing about the results of your work!

Sincerely,

Gale Dean

**New Hampshire Charitable Foundation**

Check Date: 8/7/2019  
 Check Number: 239163

To: SAU #39-Amherst & Souhegan Cooperative School  
 1 School Street  
 PO Box 849

Invoice Number	Date	Description	Amount	Discount	Net Amount
GE-PR19-122309-1	8/6/2019	SAU #39-Amherst & Souhegan Cooperative Scho	\$5,210.00	\$0.00	\$5,210.00
		Totals:	\$5,210.00	\$0.00	\$5,210.00

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		Totals:	\$5,210.00	\$0.00	\$5,210.00

**New Hampshire Charitable Foundation**  
 37 Pleasant St  
 Concord, NH 03301

Citizens Bank  
 Manchester, NH

011401533

CHECK DATE	CHECK NO.
8/7/2019	239163
CHECK AMOUNT	

PAY \*\*Five thousand two hundred ten and 00/100 Dollars\*\*

\$\*\* 5,210.00

TO  
 THE  
 ORDER  
 OF

SAU #39-Amherst & Souhegan Cooperative School Dist  
 1 School Street  
 PO Box 849  
 Amherst, NH 03031

*[Signature]*  
 \_\_\_\_\_  
*[Signature]*  
 \_\_\_\_\_  
 AUTHORIZED SIGNATURE



NEW HAMPSHIRE  
CHARITABLE FOUNDATION

UP TO THE PROMISE

August 7, 2019

Mr. Adam Steel  
Superintendent  
SAU #39-Amherst & Souhegan Cooperative School District  
1 School Street  
PO Box 849  
Amherst, NH 03031

RE: Grant ID: 122309

Dear Mr. Steel:

Congratulations! I am pleased to inform you that a \$5,210.00 grant has been awarded to SAU #39-Amherst & Souhegan Cooperative School District to support the 2019 Saber Startup Program at Souhegan High School. This grant is made possible by gifts from the following fund(s): Charlotte Ann Boutelle Fund.

Please review the enclosed Terms of Award and save it with the award letter. This document, along with the deposit of the grant check, signifies your acceptance of the award and your agreement to comply with its terms. It also includes information about filing reports and request for revisions to the grant. In addition, it serves as our receipt for this payment. (If a grant award check is not included in this letter, it will be sent to your organization within one week of this letter.) Finally, please reference the above Grant ID in any communications with the Foundation.

We encourage you to publicize your work; please refer to our Press Kit ([www.nhcf.org/publicity](http://www.nhcf.org/publicity)) for guidelines, logos, etc. – and please share your story with us so we can help publicize your good work!

If you have any questions about this grant or its terms, please contact Gale Dean. We wish you success in your efforts and look forward to learning about your results.

Sincerely,

Katie Merrow  
Vice President of Community Impact

Enc.



## TERMS OF AWARD

Grant awards may be used only for the purpose(s) specified in the award letter. Deposit of the grant award check signifies your intent to comply with the terms and conditions of the award as outlined below, and serves as our receipt for the grant award payment. Thank you.

**Expenditure of Grant Funds** - The grant award is made only for the purpose(s) specified in the award letter and the provisions of your funding request and budget as approved. The award is also subject to any conditions or restrictions outlined in the award letter. Modifications to the program originally proposed may be made only with the written approval of the Foundation (please link to [www.nhcf.org/changerequest](http://www.nhcf.org/changerequest) to request any changes to your grant purpose or budget.)

- Grants may be used to support attempts to influence legislation of any governmental body when both specifically allowed in the grant award letter, and under certain circumstances. These circumstances include either (i) the grant recipient has made the election to lobby referred to in Section 501(h) of the Internal Revenue Code and a copy of Form 5768 is forwarded to the Foundation, or (ii) no substantial part of the activities of the grant recipient is carrying on propaganda or otherwise attempting to influence legislation.
- In any case, no part of any grant may be used for a political campaign. Grants may, however, be used to make available the result of nonpartisan analysis, study and research.
- Grant recipients may not grant any portion of the award to a secondary grantee without the express permission of the Foundation.

**Budget Revisions** - Your organization must seek approval prior to making any significant change to the scope of work for which the grant is made, including any adjustments to the budget over \$500.

**Financial Records** - Grant recipients will maintain accounting records sufficient to identify grant funds and show expenditures made in furtherance of the grant purposes charged against the grant. These records will be available for inspection by the Foundation and shall be maintained by grant recipients for at least four years after the grant funds have been expended.

### Return of Grant Funds to New Hampshire Charitable Foundation

- Grant funds should be expended within 12 months after payment is issued. At the end of this period, any unexpended grant funds should be returned to the Foundation unless the amount is \$50 or less; or a written request for an extension of time should be submitted to the Foundation.
- Unexpended grant balances should be returned to the Foundation if the grant recipient loses its exemption from Federal income taxation as provided for under Section 501(c)(3) of the Internal Revenue Code.

**Revocation of Grant Funds** - The Foundation, at its discretion, may revoke or request return of grant funds if terms of the award are not met; contingencies are not met; interim reports are inadequate; organizational leadership, finances or other major issues put the outcome of the grant in jeopardy.

**Reports** - All recipients of grant support from the New Hampshire Charitable Foundation are required to submit a final report upon completion of the grant-funded project. Recipients of multiyear grants must submit an interim report by the original grant's anniversary date before additional funds are released. Interim reports are also required from those seeking new grant funds while still mid-cycle on a prior grant award. Grant recipients who do not submit interim or final reports will not be eligible for future funding. Please visit our Web site at [www.nhcf.org/grantreport](http://www.nhcf.org/grantreport) to access the grant report form.

**Use of Materials** - Unless other agreements are made, the New Hampshire Charitable Foundation reserves the right to use any images, texts or other materials from the grant project for its publications and events.

**Anti-Discrimination in Grantmaking** - The NH Charitable Foundation does not knowingly fund organizations or projects that illegally discriminate with regard to employees, volunteers, or clients served based on age, sex, religion/creed, race, national or ethnic origin, sexual orientation, gender identity or expression, physical or mental ability, marital status, military or veterans status, pregnancy or genetic information.

Last revision 06/18/18

Souhegan Cooperative School Board

Monday, June 17<sup>th</sup> 2019

Meeting Minutes- Not Approved

Attendees:

Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent, Rob Scully- Principal SHS, Kathy White- Dean of Faculty, Karen Chininis- Director of Guidance, and Kelly Driscoll- Dean of Students.

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

Board Minutes: Danae Marotta

SHS Student Videographer: Shannon Hargreaves

Public: None

I. Call to Order

**Mr. Jim Manning, Chair of the SCSB, called the meeting to order at 6:02PM**

II. Public Input

No Public Comment

III. Superintendent's Report

End of the School Year

Superintendent, Mr. Adam Steel, remarked that the end of the school year went exceptionally well. He thanked all that were involved, faculty, staff and administration.

He then noted that he will speak to the grant process and the financial side.

Security Upgrades-Finances

Director of Operations for SAU #39, Mr. Porter Dodge, first thanked the Board for the opportunity to serve as it has been very exciting role within the SAU.

He then discussed that they worked very hard this year with Minuteman Security Technologies Inc. He will not talk about the particulars, in public session, but will be happy to give the Board a tour of the facility.

First, the bidding process went to Minuteman Security Technologies Inc. and they are a top notch company. He worked with Mr. Kevin Burgess, and Mr. Chris Burns. He then thanked Principal Scully for his building leadership. He then explained that it is crucial to know who is in the building.



32 They needed a security video management system and it has not been a factor. They have the  
33 interior and exterior cameras in the building, they have been updated and upgraded and working  
34 well. The cameras in the interiors are in protected areas in hallways.

35 They also put in 4 exterior emergency call stations, but are inoperable right now and are waiting  
36 for a contract. It is easy to get a regular cell phone but it is more complicated on the corporate  
37 side. He is in contact twice a week with them.

38 Next, it is important to note that one of the main pieces to any security system are the personnel  
39 and students. Advisory will speak to the students about safety and not opening the doors to  
40 strangers.

41 He then discussed providing Emergency Notifications. They will be able to send messages out in  
42 the event of any type of incident.

43 The wireless locks on all the doors are all linked up. They Lockdown, but that is not the only  
44 thing that they do, it's using common sense and different programs. He then gave an example of  
45 the students reacting in an impressive manner during a Lockdown.

46 He then discussed that they have two-way communication. This will be so helpful for the  
47 Principals and Administration.

48 He finalized by noting that you can see most of the systems throughout the building. He  
49 regularly walks the building and has not had one student ask about the cameras. He noted that it  
50 is due to the Board and Administration that they feel comfortable.

51 Mr. Torres asked what is the response protocol.

52 Mr. Dodge replied yes, they are all apart of incident command and had recent training. They  
53 definitely feel confident.

54 Ms. Landwehrle added that if there are additional resources needed there are neighboring towns  
55 with Nashua and Milford.

56 Ms. Taylor asked once the system is in place, what are the approximate budgetary needs.

57 Mr. Dodge replied that he does not have that information yet, however he is confident that it will  
58 not be that much more of an impact.

59 Mr. Chen asked if they need to go through Homeland Security Audit again.

60 Mr. Dodge replied, yes. He then explained that they are on a three-year cycle. They can always  
61 request one. He then noted that they had more audits than most schools.

62 Principal Scully noted that he summarized the report and they are in the process of finishing their  
63 new recommendations.

64 Mr. Chen asked for a complete audit.

65 Mr. Steel noted that they can look into that.

66 Mr. Torres asked if there was a fee.

67 Mr. Dodge replied, no.

68 Mr. Grondstra asked if they had looked in to upgrading from 3G to 4G and if it is supported.

69 Mr. Dodge explained that they did not know that they were going to be waiting this long, and he  
70 is thinking that there is a substantial cost.

71 Unassigned Fund Balance Projection

72 Mr. Steel noted a Unassigned Fund Balance of approx. \$600,000 from the expenditure side. Most  
73 of it is from Special Education.

74 He then noted that there is nothing that he is bringing forward this evening.

75 Mr. Manning asked if they can return that to the taxpayers.

76 Superintendent Steel replied, yes.

77 Mr. Chen asked if there was anything that they can buy now to offset next year's budget.

78 Mr. Steel explained that some of the things they can do, however, because they operate on a  
79 modified accrual basis of accounting. There are two unique ways, one is if they begin work now  
80 and it continues in the next fiscal year. The second, if the Board would take a motion for a  
81 specific item because it was exigent.

82 Mr. Chen then asked about any pressing needs such as bathrooms.

83 Superintendent Steel replied that they do have a long list that they could do but there is nothing  
84 glaring right now to use unbudgeted funds.

85 Mr. Chen commented that the taxpayers might be concerned that they over budgeted so much.

86 Mr. Steel clarified that they thought that were going to expend those funds, but it was largely  
87 Special Education related.

88 Mr. Torres noted that the Special Education Fund is volatile account to budget for. He mentioned  
89 that they have been fortunate.

90 Mr. Steel agreed. He then remarked that was the end of his report.

91 The Board thanked Superintendent Steel and Director Mr. Dodge.

92 IV. Principal's Report

93 Principal of SHS, Mr. Rob Scully, highlighted Graduation. Again, Maren Petropulos et al once  
94 again outdid themselves by organizing a wonderful evening. They are extremely proud of all  
95 graduates.

96 Regarding Athletics, Souhegan Athletes receive All-State Honors in Baseball and Girls Lacrosse.

97 Additionally, with Student Agency Souhegan High students, Ms. Simonne Dodge and Ms.  
98 Georgia Craven, along with Dean of Students, Ms. Kelly Driscoll, contributed to a WMUR

99 report on Cyber Bullying. The Advisory program is referenced as a strategy for addressing the  
100 bullying issue.

101 On the topic of Professional Learning, this summer the Leadership Team, led by the work of Ms.  
102 Kathy White and Ms. Natalie Berger, have organized professional learning for the staff designed  
103 specifically to address the needs of individuals as well as department. Ms. White and Ms. Berger  
104 have reviewed and assessed the current status of each department as well as assessed individual  
105 requests for professional learning in designing this year's learning catalog.

106 They have evolved "summer days" into an amazing professional learning opportunity that rivals  
107 some of the best conferences our teachers attend.

108 Ms. Ane Swift, Math Teacher, was recently chosen as NH Finalist for the PAEMST Award.

109 They are extremely proud of Ane and her daily efforts on behalf of our students.

110 The Board thanked Principal Scully for all of his hard work.

111 V. Committee Updates

112 None

113 VI. Community Council Update

114 None

115 VII. Consent Agenda

116 **Mr. Pim Grondstra motioned to approve 1. Draft Minutes of May 28, 2019 2.**  
117 **Unanticipated Revenue \$681.00, 3. SCSD Transfer 2019 004, 4. SCSD Transfer 2019 005, 5.**  
118 **May 2019 SCSD Treasurer's Report 6. SAU Policies Sept 2017- DFA, DA, DB, DBC, DD,**  
119 **DEA, DFEB, DG, DGA, DI, DIAM, DID, DIE, DIH, DJB, DJE, DJF, DJGA, DK, DKA,**  
120 **DKC, DLB, DM, DN, EEAA and ADC/GBED/JICG and 7. SAU Policies Nov 2017- CA.**  
121 **Ms. Laura Taylor seconded the motion.**

122 Mr. Chen noted that he has some concerns about the policies.

123 Superintendent Steel mentioned that they went back to the Policy Committee, then to the SAU  
124 Board and then to a regular Souhegan meeting last month. They do not have to be approved,  
125 however, that is the process.

126 Mr. Chen asked about the 30 min timeframe for EEAA.

127 Assistant Superintendent, Ms. Christine Landwehrle, noted that she had reviewed the minutes  
128 from that meeting and at that point in time (and equipment), Leadership felt that 30 days was  
129 most appropriate.

130 Mr. Chen asked about policy EHB-R regarding electronic records. He added that digital records  
131 with criminal activities should be kept longer.

132 Superintendent Steel explained that EEAA sets out the boundary.

- 133 Mr. Chen noted that he voiced his opinion on this and disagrees.
- 134 Mr. Chen added that 30 days is not a long time, and an 8 terabyte drive is low cost.
- 135 Mr. Manning asked for other Board input.
- 136 Mr. Torres added that there is a reason why they have a retention policy certain and  
137 documentation should not be kept in perpetuity, it works both ways.
- 138 Ms. Taylor asked Mr. Chen what the appropriate amount of time is.
- 139 Mr. Chen replied longer than 30 days and it should not be a cost factor.
- 140 Mr. Manning asked Mr. Chen if he was talking to outside experts or his own thoughts.
- 141 Mr. Chen replied that he does not have experts. They can be in jeopardy by not changing that  
142 time.
- 143 Mr. Torres mentioned that he is ready to approve it as is.
- 144 Ms. Taylor replied that she can go either way and asked where is the video being stored.
- 145 Mr. Dodge remarked that he sees Mr. Chen's point about saving it past 30 days.
- 146 Mr. Chen commented that they want the policy to work. There is no reason why there is 30-day  
147 limit, he then asked for the reason for 30 days.
- 148 Mr. Dodge replied that storage is on the property.
- 149 Assistant Superintendent Landwehrle agreed that the servers are on site.
- 150 Mr. Grondstra noted that it is an SAU wide policy. He then suggested that they pull this policy  
151 and bring it back to the SAU Board. He is ok with passing it as well.
- 152 Mr. Torres asked if all of these policies were vetted by legal counsel.
- 153 Mr. Steel replied not all of the policies were reviewed by legal counsel.
- 154 Ms. Landwehrle then read the policy adding that it does not specify a time frame. She explained  
155 that the last Superintendent that this policy got paused at the SAU level
- 156 Mr. Manning recommended that EEAA get sent back to the SAU Board, and get guidance on  
157 best practice, what other schools are doing
- 158 **Mr. Pim Grondstra motioned to approve Consent Agenda items, as amended, 1. Draft**  
159 **Minutes of May 28, 2019 2. Unanticipated Revenue \$681.00, 3. SCSD Transfer 2019 004, 4.**  
160 **SCSD Transfer 2019 005, 5. May 2019 SCSD Treasurer's Report 6. SAU Policies Sept**  
161 **2017- DFA, DA, DB, DBC, DD, DEA, DFEB, DG, DGA, DI, DIAM, DID, DIE, DIH, DJB,**  
162 **DJE, DJF, DJGA, DK, DKA, DKC, DLB, DM, DN, and ADC/GBED/JICG and 7. SAU**  
163 **Policies Nov 2017- CA. Mr. George Torres seconded the motion. The vote was unanimous.**  
164 **Motion passed.**
- 165 Mr. Torres asked about the audit.

166 Superintendent Steel explained that they had discussed this at the last SAU meeting in May. He  
167 then explained the process.

168 VIII. Policies First Reading

169 Mr. Chen asked about policy JLCE regarding Epinephrine. Should they provide it here and are  
170 they local to all schools.

171 Ms. Landwehrle noted that there is one at each building.

172 Mr. Chen then asked about JICI.

173 Mr. Steel clarified the policy for students, staff and visitors. He added that they will be happy to  
174 answer questions by email.

175 Mr. Grondstra noted that Mr. Chen can always email the Policy Committee.

176 IX. Transcript Update

177 Assistant Superintendent Landwehrle showed the Board a Draft Transcript. They have been  
178 working with the Souhegan Grading and Reporting Committee and the Counselors. This  
179 transcript is for the incoming freshman class of 2023 and was sent out to the faculty to get  
180 feedback. They are also looking for parent feedback and will be holding a parent forum this  
181 summer. Once they get that parent and staff feedback, they will be making some revisions and  
182 will bring it back to the Board. This will also go to Community Council as a proposal. She is  
183 happy to answer any questions that they might have.

184 Ms. Taylor noted that she has a lot of comments, it is the parent and the student feedback that is  
185 important.

186 Ms. Landwehrle replied that they have done deep work on the Core Score.

187 Ms. Taylor commented that she believes that the way that the information is presented is  
188 confusing. She then commented that the academic score is minimalized on this form, it is also  
189 opinionated scoring.

190 Mr. Steel then suggested that it may be more helpful if they discussed this offline.

191 Ms. Taylor added that she tried to do that earlier and this is not the version that she had seen.

192 Ms. Landwehrle remarked that it is a more updated draft.

193 Mr. Chen commented on the Academic Core Score.

194 Mr. Manning asked about the content area competencies and what are the most important factors  
195 for merit aid.

196 Ms. Karen Chininis, Director of Guidance, replied, that in terms of the overall picture, your  
197 academic performance is always number one. This has personal qualities and they should show  
198 that the qualities are going to be successful. They are looking for that information.

199 Mr. Manning asked if they had gotten feedback from colleges and shown this to them.

- 200 Ms. Landwehrle replied that they have not done that yet and are working on that for this summer.
- 201 Ms. Chininis explained that they do have about 100 colleges that visit them in the fall, so they do  
202 have that resource. The traditional transcript changes from high school to high school. There  
203 isn't one type of transcript.
- 204 Ms. Taylor asked where is Dual Enrollment on the transcript.
- 205 Ms. Landwehrle replied that GPA is listed on the top.
- 206 Ms. Taylor asked about the Dual Enrollment.
- 207 Ms. Chininis replied that they have to figure out how to list that for particular students and not  
208 for others. The incoming freshmen will not necessarily have AP courses with Dual Enrollment.
- 209 Mr. Grondstra suggested that the Work Study Practices Score get separated out visually.
- 210 Ms. Landwehrle thanked the Board for their feedback.
- 211 Ms. Taylor asked what is MS1 and SM1.
- 212 Ms. Landwehrle replied that it is Mid Semester.
- 213 Mr. Grondstra asked if they can break out the competencies on the second page. He then asked if  
214 the competencies are rolling from year.
- 215 Ms. Taylor asked if they are proposing if the Core score is go directly to the GPA.
- 216 Ms. Landwehrle explained that is a piece to be finalized for Aug and or Sept.
- 217 Ms. Taylor noted that she would like to see a lot of parent feedback.
- 218 Mr. Manning commented that the one thing that is missing is feedback from colleges, and it is  
219 important to hear from employers as well. He then suggested that they have a video because it is  
220 a bigger topic in town.
- 221 Ms. Chininis replied that she realizes that this is a big topic for Amherst.
- 222 Mr. Chen asked about grading for VLACS and dual enrollment classes.
- 223 Ms. Chininis replied that it is our teachers that are grading the students. She then explained that  
224 the teachers then report grades to NCC or SNHU so they receive a college transcript as well.
- 225 Ms. Taylor asked about the work study practices.
- 226 Ms. Landwehrle replied that the Task Force it is outlined deeply to explore each of those 4  
227 practices as well as rubrics. They have an extensive 90-page document and these are not teacher  
228 judgement scores, but scores that they earn. These are observable behaviors and students are  
229 given those rubrics.
- 230 Ms. Taylor mentioned that the student has a personality and so does the teacher.
- 231 Ms. Landwehrle explained that Interrater Reliability is important and something that they have  
232 talked about. They can certainly talk more after the meeting.

233 Mr. Manning asked if the Board had any further questions.

234 The Board had no further questions.

235 X. Update on Math Evaluation

236 Ms. Landwehrle noted that they finalized the teacher and student survey and they will be here in  
237 September to share that for the Board.

238 The Board thanked Assistant Superintendent Landwehrle.

239 XI. Introduce OKR Timeline

240 Superintendent Steel explained that and OKR's (Objectives and Key Results) are a part of a  
241 successful organizational structure.

242 Once the Board adopts the Strategic Plan, those OKR's will be developed internally and at the  
243 SAU level. He then discussed some objectives.

244 Mr. Manning suggested that the Board read *Measure What Matters* by Mr. John Dorr.

245 Superintendent Steel then mentioned that he has some nominations to bring forward tonight.

246 **Mr. Pim Grondstra motioned to approve Ms. Jennifer Post, BCBA SHS \$65,543, Step 11**  
247 **and Ms. Susan McTague Learning / Reading Specialist, SHS, \$59,645, Step 9. Ms. Laura**  
248 **Taylor seconded the motion. The vote was unanimous, motion passed.**

249 Mr. Chen asked what does BCBA stand for.

250 Superintendent Steel replied, Board Certified Behavioral Analyst.

251 XII. Non- Public Session

252 None

253 XIII. Meeting Adjourned

254 **Mr. Pim Grondstra motioned to adjourn the meeting at 8:04PM. Mr. David Chen**  
255 **seconded. The vote was unanimous, motion passed.**

Consent Agenda Item #2

# MEMO



School Administrative Unit 39  
1 School Street  
P.O. Box 849  
Amherst, NH 03031  
Phone: 603-673-2690  
Fax: 603-672-1786

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**Date:** 08/20/2019  
**To:** Adam Steel, Superintendent of Schools  
**From:** Sarah Jardim-Lee, Accountant  
**Re:** Unanticipated Revenue

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Unanticipated revenue in the amount of \$5,210.00 has been received by the Souhegan Cooperative School District this month.

**Requested Board Actions**

1. Motion: To accept a donation in the amount of \$5,210.00 from the New Hampshire Charitable Foundation to support the Saber Start Up Program. These funds shall be accepted into the Special Revenue Fund.



**Sarah Jardim-Lee**

---

**Subject:**

FW: NH Charitable Foundation Grant Application (INV-P-2019-3859)

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From: [grantapp@nhcf.org](mailto:grantapp@nhcf.org) <[grantapp@nhcf.org](mailto:grantapp@nhcf.org)>

Sent: Friday, August 2, 2019 2:50 PM

To: Natasha Kolehmainen

Subject: NH Charitable Foundation Grant Application (INV-P-2019-3859)

Dear Natasha,

Thank you for your application to the New Hampshire Charitable Foundation's Invited Grants Project program. We appreciated learning more about your work, and are pleased to tell you that your application (INV-P-2019-3859) was selected for funding. Your organization will receive an award of \$5,210.00 over a period of one year.

You will receive an award letter accompanied by the Terms of Award via mail. This letter will contain the specific terms of the grant. If you have not received this notification within two weeks please contact our office at 603-225-6641 option 5.

Congratulations, and we look forward to hearing about the results of your work!

Sincerely,

Gale Dean

**New Hampshire Charitable Foundation**

Check Date: 8/7/2019  
Check Number: 239163

To: SAU #39-Amherst & Souhegan Cooperative School  
1 School Street  
PO Box 849

Invoice Number	Date	Description	Amount	Discount	Net Amount
GE-PR19-122309-1	8/6/2019	SAU #39-Amherst & Souhegan Cooperative Scho	\$5,210.00	\$0.00	\$5,210.00
		Totals:	\$5,210.00	\$0.00	\$5,210.00

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		Totals:	\$5,210.00	\$0.00	\$5,210.00

**New Hampshire Charitable Foundation**  
37 Pleasant St  
Concord, NH 03301

Citizens Bank  
Manchester, NH

011401533

CHECK DATE	CHECK NO.
8/7/2019	239163
CHECK AMOUNT	

PAY \*\*Five thousand two hundred ten and 00/100 Dollars\*\*

\$\*\* 5,210.00

TO  
THE  
ORDER  
OF

SAU #39-Amherst & Souhegan Cooperative School Dist  
1 School Street  
PO Box 849  
Amherst, NH 03031

*[Signature]*  
*[Signature]*  
AUTHORIZED SIGNATURE



NEW HAMPSHIRE  
CHARITABLE FOUNDATION

UP TO THE PROMISE

August 7, 2019

Mr. Adam Steel  
Superintendent  
SAU #39-Amherst & Souhegan Cooperative School District  
1 School Street  
PO Box 849  
Amherst, NH 03031

RE: Grant ID: 122309

Dear Mr. Steel:

Congratulations! I am pleased to inform you that a \$5,210.00 grant has been awarded to SAU #39-Amherst & Souhegan Cooperative School District to support the 2019 Saber Startup Program at Souhegan High School. This grant is made possible by gifts from the following fund(s): Charlotte Ann Boutelle Fund.

Please review the enclosed Terms of Award and save it with the award letter. This document, along with the deposit of the grant check, signifies your acceptance of the award and your agreement to comply with its terms. It also includes information about filing reports and request for revisions to the grant. In addition, it serves as our receipt for this payment. (If a grant award check is not included in this letter, it will be sent to your organization within one week of this letter.) Finally, please reference the above Grant ID in any communications with the Foundation.

We encourage you to publicize your work; please refer to our Press Kit ([www.nhcf.org/publicity](http://www.nhcf.org/publicity)) for guidelines, logos, etc. – and please share your story with us so we can help publicize your good work!

If you have any questions about this grant or its terms, please contact Gale Dean. We wish you success in your efforts and look forward to learning about your results.

Sincerely,

Katie Merrow  
Vice President of Community Impact

Enc.



## TERMS OF AWARD

Grant awards may be used only for the purpose(s) specified in the award letter. Deposit of the grant award check signifies your intent to comply with the terms and conditions of the award as outlined below, and serves as our receipt for the grant award payment. Thank you.

**Expenditure of Grant Funds** - The grant award is made only for the purpose(s) specified in the award letter and the provisions of your funding request and budget as approved. The award is also subject to any conditions or restrictions outlined in the award letter. Modifications to the program originally proposed may be made only with the written approval of the Foundation (please link to [www.nhcf.org/changerequest](http://www.nhcf.org/changerequest) to request any changes to your grant purpose or budget.)

- Grants may be used to support attempts to influence legislation of any governmental body when both specifically allowed in the grant award letter, and under certain circumstances. These circumstances include either (i) the grant recipient has made the election to lobby referred to in Section 501(h) of the Internal Revenue Code and a copy of Form 5768 is forwarded to the Foundation, or (ii) no substantial part of the activities of the grant recipient is carrying on propaganda or otherwise attempting to influence legislation.
- In any case, no part of any grant may be used for a political campaign. Grants may, however, be used to make available the result of nonpartisan analysis, study and research.
- Grant recipients may not grant any portion of the award to a secondary grantee without the express permission of the Foundation.

**Budget Revisions** - Your organization must seek approval prior to making any significant change to the scope of work for which the grant is made, including any adjustments to the budget over \$500.

**Financial Records** - Grant recipients will maintain accounting records sufficient to identify grant funds and show expenditures made in furtherance of the grant purposes charged against the grant. These records will be available for inspection by the Foundation and shall be maintained by grant recipients for at least four years after the grant funds have been expended.

### Return of Grant Funds to New Hampshire Charitable Foundation

- Grant funds should be expended within 12 months after payment is issued. At the end of this period, any unexpended grant funds should be returned to the Foundation unless the amount is \$50 or less; or a written request for an extension of time should be submitted to the Foundation.
- Unexpended grant balances should be returned to the Foundation if the grant recipient loses its exemption from Federal income taxation as provided for under Section 501(c)(3) of the Internal Revenue Code.

**Revocation of Grant Funds** - The Foundation, at its discretion, may revoke or request return of grant funds if terms of the award are not met; contingencies are not met; interim reports are inadequate; organizational leadership, finances or other major issues put the outcome of the grant in jeopardy.

**Reports** - All recipients of grant support from the New Hampshire Charitable Foundation are required to submit a final report upon completion of the grant-funded project. Recipients of multiyear grants must submit an interim report by the original grant's anniversary date before additional funds are released. Interim reports are also required from those seeking new grant funds while still mid-cycle on a prior grant award. Grant recipients who do not submit interim or final reports will not be eligible for future funding. Please visit our Web site at [www.nhcf.org/grantreport](http://www.nhcf.org/grantreport) to access the grant report form.

**Use of Materials** - Unless other agreements are made, the New Hampshire Charitable Foundation reserves the right to use any images, texts or other materials from the grant project for its publications and events.

**Anti-Discrimination in Grantmaking** - The NH Charitable Foundation does not knowingly fund organizations or projects that illegally discriminate with regard to employees, volunteers, or clients served based on age, sex, religion/creed, race, national or ethnic origin, sexual orientation, gender identity or expression, physical or mental ability, marital status, military or veterans status, pregnancy or genetic information.

Last revision 06/18/18

**Souhegan Cooperative School District**  
 Consent Agenda Item #3                      **Treasurer Report**

**June-2019**

Souhegan Cooperative School District		
Monthly Report of the Treasurer		
as of 6/30/2019		
Cash on hand	6/1/2019	\$2,227,151.55
Deposits		\$1,480,144.10
AP-PR		(\$2,133,273.18)
Balance on hand	6/30/2019	\$1,574,022.47

Capital Checking		
as of 6/30/2019		
Cash on hand	6/1/2019	\$8,081.03
Deposits		\$3.10
AP-PR		
Balance on hand	6/30/2019	\$8,084.13

Field Maintenance Checking		
as of 6/30/2019		
Cash on hand	6/1/2019	\$30,311.44
Deposits		\$7,626.03
AP-PR		\$0.00
Balance on hand	6/30/2019	\$37,937.47

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

Souhegan Cooperative School District  
 Monthly Reconciliation Report  
 Combined Accounts

	Peoples United	Peoples United	Peoples United	
	*1925	*9527	*5661	TOTAL
	Cash Management	Municipal Checking	Municipal Savings	
<b>June-19</b>				
6/30/2019	\$1,067,666.16	\$68,000.00	\$1,074,981.04	\$2,210,647.20
Outstanding Checks: (subtract)				
a) Accounts Payable		\$(146,821.63)		
b) Payroll		\$(487,091.37)		
c) Payroll Direct Deposit & IRS		\$(2,711.73)		
Total Outstanding		\$(636,624.73)		\$(636,624.73)
Reconciled Book Balance				\$1,574,022.47
Balance from Treasurer's Journal				\$1,574,022.47
				-

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

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
<b>6/1/2019</b>	<b>Beginning Balance</b>					<b>\$2,227,151.55</b>
6/3/2019	Town of Amherst	\$1,055,823.00	6/11/2019	Payroll Direct Deposit pp25 v6178	(\$828,454.07)	\$2,454,520.48
6/11/2019	State of NH DOE USDA Meal Programs	\$2,012.69	6/11/2019	Payroll Direct Deposit pp25 v6179	(\$157,069.73)	\$2,299,463.44
6/20/2019	State of NH Project Reimbursement	\$11,776.72	6/25/2019	Payroll Direct Deposit pp26 v6183	(\$76,617.45)	\$2,234,622.71
6/5/2019	Deposit: Town of Mont Vernon	\$170,411.00	6/25/2019	Payroll Direct Deposit pp26 v6184	(\$28,886.66)	\$2,376,147.05
6/24/2019	Deposit: NH Medicaid, MVSD, Town of Mont Vernon, ASD, SAU39, Merrimack SD, misc	\$227,745.53	6/13/2019	Payroll IRS pp25 v6181	(\$135,996.88)	\$2,467,895.70
6/28/2019	Deposit: SHS AF, Summer School	\$8,610.51	6/27/2019	Payroll IRS pp26 v6186	(\$12,327.40)	\$2,464,178.81
			6/14/2019	Payroll 457 pp25 v6180	(\$11,124.58)	\$2,453,054.23
			6/28/2019	Payroll 457 pp26 v6185	(\$1,373.67)	\$2,451,680.56
			6/27/2019	Payroll Mass DOR v6188	(\$1,933.73)	\$2,449,746.83
			6/27/2019	Payroll Maine DOR v6189	(\$778.00)	\$2,448,968.83
			6/13/2019	Payroll pp25 v27 ck3068252-3068266	(\$7,196.57)	\$2,441,772.26
			6/27/2019	Payroll pp26 v28 ck3068455-3068462	(\$2,329.96)	\$2,439,442.30
			6/13/2019	Payroll pp25 v6182 ck3068267-3068269	(\$4,570.55)	\$2,434,871.75
			6/27/2019	Payroll pp26 v6187 ck3068463-3068463	(\$24.75)	\$2,434,847.00
			6/27/2019	Payroll v6190 ck3068464-3068466	(\$482,431.84)	\$1,952,415.16
						\$1,952,415.16
			6/13/2019	A/P v1727 ck3068270-3068357	(\$259,345.69)	\$1,693,069.47
			6/25/2019	A/P v1728 ck3068358-3068454	(\$122,749.53)	\$1,570,319.94
						\$1,570,319.94
						\$1,570,319.94
						\$1,570,319.94
						\$1,570,319.94
6/30/2019	June Credit Card transactions	\$0.00				\$1,570,319.94
6/30/2019	June Food Service	\$2,280.24				\$1,572,600.18
						\$1,572,600.18
			6/3/2019	Authorize.net credit card fees for May	(\$17.22)	\$1,572,582.96
6/30/2019	June Interest - Cash Management	\$536.81	6/4/2019	Vantiv Credit Card fees for May	(\$16.50)	\$1,573,103.27
6/30/2019	June Interest - Municipal Savings	\$947.60	6/11/2019	Merchant Services fees for May	(\$28.40)	\$1,574,022.47
<b>6/30/2019</b>	<b>Ending Balances</b>	<b>\$1,480,144.10</b>			<b>(\$2,133,273.18)</b>	<b>\$1,574,022.47</b>
				Payroll Debits	(\$1,254,562.17)	
				Payroll Checks	(\$496,553.67)	
				AP Checks	(\$382,095.22)	
				Other Debits	(\$62.12)	

SCSD Treasurer's Report  
Unreconciled Check Register

Uncleared Transactions  
SCSD Checking 9527

Num	Date	Payee	C Memo Category	Amount
<b>Expense Categories</b>				
<b>Payroll Ded</b>				
3068463	6/27/2019	HEALTHTRUST, INC.	6187 Payroll Ded	(\$24.75)
3068464	6/27/2019	HAMPSHIRE HILLS	6190 Payroll Ded	(\$1,366.50)
3068465	6/27/2019	HEALTHTRUST, INC.	6190 Payroll Ded	(\$189,111.52)
3068466	6/27/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6190 Payroll Ded	(\$291,953.82)
<b>Total Payroll Ded</b>				<b>(\$482,456.59)</b>
<b>Payroll</b>				
3068163	5/30/2019	Morton, Grace M	26 Payroll	(\$40.17)
3068165	5/30/2019	Sullivan, Claire M	26 Payroll	(\$40.17)
3068166	5/30/2019	Tom, Vincent J.	26 Payroll	(\$518.21)
3068258	6/13/2019	Tupper, Sarah H.	27 Payroll	(\$16.75)
3068262	6/13/2019	Morton, Grace M	27 Payroll	(\$23.44)
3068265	6/13/2019	Tom, Vincent J.	27 Payroll	(\$2,739.67)
3068456	6/27/2019	Chistolini, Samuel K.	28 Payroll	(\$53.56)
3068459	6/27/2019	Conley, Lynda A.	28 Payroll	(\$478.18)
3068460	6/27/2019	Sullivan, Claire M	28 Payroll	(\$63.61)
3068461	6/27/2019	Tom, Vincent J.	28 Payroll	(\$160.99)
3068462	6/27/2019	Whelan, Sean M	28 Payroll	(\$500.03)
<b>Total Payroll</b>				<b>(\$4,634.78)</b>
<b>Expense!</b>				
3067518	2/7/2019	LUTTIK-ENGERT, KAREN	1718 Expense!	(\$80.00)
3068138	5/16/2019	SCULLY, ROBERT	1725 Expense!	(\$239.00)
3068270	6/13/2019	AMES, MICHAEL	1727 Expense!	(\$10.65)
3068271	6/13/2019	AMHERST EARTH PRODUCTS	1727 Expense!	(\$1,080.00)
3068274	6/13/2019	BARLOW, CHERYL	1727 Expense!	(\$58.70)
3068290	6/13/2019	CONWAY, MARK	1727 Expense!	(\$78.30)
3068294	6/13/2019	DELLOVO, RAYMOND	1727 Expense!	(\$13.70)
3068296	6/13/2019	Driscoll, Kelly L.	1727 Expense!	(\$165.00)
3068302	6/13/2019	FORTY SEVEN BRAND	1727 Expense!	(\$881.25)
3068308	6/13/2019	J & J PARTY AND	1727 Expense!	(\$332.05)
3068313	6/13/2019	LIGHTHOUSE SCHOOL, INC.	1727 Expense!	(\$3,551.52)
3068317	6/13/2019	NASHUA SCHOOL DISTRICT	1727 Expense!	(\$15,277.80)
3068318	6/13/2019	NATIONAL STUDENT CLEARINGHOUSE	1727 Expense!	(\$425.00)
3068320	6/13/2019	NEW ENGLAND MATHEMATICS LEAGUES	1727 Expense!	(\$90.00)
3068321	6/13/2019	NEW HAMPSHIRE SCIENCE TEACHERS A	1727 Expense!	(\$250.00)
3068322	6/13/2019	OPERATION HAT TRICK	1727 Expense!	(\$281.25)
3068331	6/13/2019	SCULLY, ROBERT	1727 Expense!	(\$664.00)
3068344	6/13/2019	TOWN OF AMHERST- DEPT. OF PUBLIC	1727 Expense!	(\$198.01)
3068345	6/13/2019	TUPAJ, MEGAN	1727 Expense!	(\$110.30)
3068355	6/13/2019	WHITEHEAD, KIMBERLY	1727 Expense!	(\$285.57)
3068358	6/25/2019	AFFORDABLE LIMOUSINE SERVICE	1728 Expense!	(\$350.00)
3068359	6/25/2019	AMAZON	1728 Expense!	(\$1,783.16)
3068360	6/25/2019	ASAP FIRE & SAFETY CORPORATION	1728 Expense!	(\$215.00)
3068361	6/25/2019	AUTISM BRIDGES	1728 Expense!	(\$140.00)
3068362	6/25/2019	BARBATO, SARAH	1728 Expense!	(\$371.07)
3068363	6/25/2019	BELLAVANCE BEVERAGE COMPANY, INC	1728 Expense!	(\$225.00)
3068364	6/25/2019	BELSON OUTDOORS, LLC	1728 Expense!	(\$8,540.06)
3068365	6/25/2019	Berger, Natalie J.	1728 Expense!	(\$550.00)



SCSD Treasurer's Report  
Unreconciled Check Register

3068366	6/25/2019 BERNA, THERESA	1728 Expense!	(\$198.00)
3068367	6/25/2019 BERNSTEIN, SHUR, SAWYER & NELSON	1728 Expense!	(\$1,230.00)
3068368	6/25/2019 BIO-RAD LABORATORIES INC.	1728 Expense!	(\$987.00)
3068369	6/25/2019 BLACK DIAMOND MAIL ORDER	1728 Expense!	(\$781.91)
3068370	6/25/2019 BOOTHBY THERAPY SERVICES. LLC	1728 Expense!	(\$551.25)
3068371	6/25/2019 Bowkett, Robin W.	1728 Expense!	(\$114.45)
3068372	6/25/2019 BRUNELLE, BARBARA	1728 Expense!	(\$99.00)
3068373	6/25/2019 BUTLER'S BUS SERVICE, INC.	1728 Expense!	(\$682.98)
3068374	6/25/2019 CANON SOLUTIONS AMERICA, INC.	1728 Expense!	(\$691.57)
3068375	6/25/2019 CENTER FOR EDUCATION & EMPLOYMEN	1728 Expense!	(\$154.95)
3068376	6/25/2019 CLARK, ELIZABETH	1728 Expense!	(\$4.20)
3068377	6/25/2019 CLIFTON-WAITE, ANNE	1728 Expense!	(\$414.86)
3068378	6/25/2019 CONSOLIDATED COMMUNICATIONS, INC	1728 Expense!	(\$1,453.25)
3068379	6/25/2019 COTREAU, TIM	1728 Expense!	(\$114.45)
3068380	6/25/2019 CROTCHED MOUNTAIN REHABILITATION	1728 Expense!	(\$43,056.54)
3068381	6/25/2019 CROWN TROPHY	1728 Expense!	(\$332.04)
3068382	6/25/2019 DC SLOCOMB COMPANY, LLC	1728 Expense!	(\$997.74)
3068383	6/25/2019 DEMOULAS SUPERMARKETS, INC.	1728 Expense!	(\$100.58)
3068384	6/25/2019 DISCO, CHRISTINE	1728 Expense!	(\$27.85)
3068385	6/25/2019 DOUCET, ANTHONY	1728 Expense!	(\$371.07)
3068386	6/25/2019 DOWD, JOHN	1728 Expense!	(\$450.00)
3068387	6/25/2019 DUCHARME RESOLUTION, PLLC	1728 Expense!	(\$6,669.00)
3068388	6/25/2019 GALINSON, SHANNON	1728 Expense!	(\$42.85)
3068389	6/25/2019 GIBSON, DAVID	1728 Expense!	(\$49.00)
3068390	6/25/2019 GILMAN GEAR	1728 Expense!	(\$2,680.00)
3068391	6/25/2019 GRAY CONSULTING AND THERAPY, LLC	1728 Expense!	(\$300.30)
3068392	6/25/2019 GREENE, MAUREEN	1728 Expense!	(\$331.00)
3068393	6/25/2019 HAWKES MOTORSPORTS LLC	1728 Expense!	(\$3,400.00)
3068394	6/25/2019 HILLYARD-MANCHESTER	1728 Expense!	(\$13.38)
3068395	6/25/2019 HOSKINS, TIMOTHY	1728 Expense!	(\$85.20)
3068396	6/25/2019 INTERNATIONAL SOCIETY FOR TECHNO	1728 Expense!	(\$125.00)
3068397	6/25/2019 JACKSON, DARRELL	1728 Expense!	(\$18.45)
3068398	6/25/2019 JACOBS II, JAMES	1728 Expense!	(\$48.60)
3068399	6/25/2019 JOSHI FLEGAL, SHEELU	1728 Expense!	(\$564.01)
3068400	6/25/2019 JOSTENS, INC	1728 Expense!	(\$23.28)
3068401	6/25/2019 KEENEY, CAROL	1728 Expense!	(\$22.65)
3068402	6/25/2019 KILCREASE, KELLY	1728 Expense!	(\$17.20)
3068403	6/25/2019 KUNYOSYING, SARAH	1728 Expense!	(\$1,689.00)
3068404	6/25/2019 KUTCHER, NANCY	1728 Expense!	(\$900.00)
3068405	6/25/2019 LAFLAMME, BONNIE	1728 Expense!	(\$25.05)
3068406	6/25/2019 Laychak-Rendall, Lesli J.	1728 Expense!	(\$455.00)
3068407	6/25/2019 LEIGHTON, JAMES	1728 Expense!	(\$42.55)
3068408	6/25/2019 LEN, CHRISTINA	1728 Expense!	(\$328.51)
3068409	6/25/2019 LOHNES, BRIAN	1728 Expense!	(\$90.80)
3068410	6/25/2019 LOWE'S	1728 Expense!	(\$1,234.05)
3068411	6/25/2019 MARKWITH, SHIRLEY	1728 Expense!	(\$315.74)
3068412	6/25/2019 MORRISON, MICHELLE	1728 Expense!	(\$18.40)
3068413	6/25/2019 MSB CONSULTING GROUP, LLC	1728 Expense!	(\$28.64)
3068414	6/25/2019 NASHUA OUTDOOR POWER EQUIPMENT &	1728 Expense!	(\$79.98)
3068415	6/25/2019 NATALIE LAU-CHIEN	1728 Expense!	(\$602.10)
3068416	6/25/2019 NATIVE MAINE PRODUCE AND SPECIAL	1728 Expense!	(\$259.84)
3068417	6/25/2019 NAZEER, AHMED	1728 Expense!	(\$45.25)
3068418	6/25/2019 NORDIC SKATER	1728 Expense!	(\$1,000.00)
3068419	6/25/2019 NORTH STAR EDUCATION SERVICES, L	1728 Expense!	(\$1,575.00)
3068420	6/25/2019 NUTTALL, KAREN	1728 Expense!	(\$990.00)
3068421	6/25/2019 O'BRIEN, NEIL	1728 Expense!	(\$50.85)
3068422	6/25/2019 P.J. CURRIER LUMBER CO.	1728 Expense!	(\$510.50)
3068423	6/25/2019 Paniagua, Kimberly	1728 Expense!	(\$40.00)
3068424	6/25/2019 POISSON, JIM	1728 Expense!	(\$18.55)

SCSD Treasurer's Report  
Unreconciled Check Register

3068425	6/25/2019 PORTER LADD, PAM	1728 Expense!	(\$27.55)
3068426	6/25/2019 RICOH USA, INC.	1728 Expense!	(\$129.01)
3068427	6/25/2019 RIDDELL/ALL AMERICAN SPORTS CORP	1728 Expense!	(\$4,028.00)
3068428	6/25/2019 RIVES, MARTHA	1728 Expense!	(\$65.00)
3068429	6/25/2019 SASS, MEGAN	1728 Expense!	(\$15.50)
3068430	6/25/2019 SCHWAGER, BRIAN	1728 Expense!	(\$15.70)
3068431	6/25/2019 SCIARAPPA, ALBERT R., PSY. D.	1728 Expense!	(\$1,840.00)
3068432	6/25/2019 STATELINE IRRIGATION SUPPLY, INC	1728 Expense!	(\$110.76)
3068433	6/25/2019 STUDENT TRANSPORTATION OF AMERIC	1728 Expense!	(\$4,654.47)
3068434	6/25/2019 STURGES, JEANNE	1728 Expense!	(\$371.07)
3068435	6/25/2019 Sutherland, Leah J.	1728 Expense!	(\$85.02)
3068436	6/25/2019 SYNCB/AMAZON	1728 Expense!	(\$3,466.01)
3068437	6/25/2019 THE CABINET PRESS	1728 Expense!	(\$44.55)
3068438	6/25/2019 THE COUNTY STORE, INC.	1728 Expense!	(\$20.18)
3068439	6/25/2019 THENIN, MICHEL	1728 Expense!	(\$21.95)
3068440	6/25/2019 THOMAS CHARTERS, LLC	1728 Expense!	(\$1,245.00)
3068441	6/25/2019 TOWN OF AMHERST, NH	1728 Expense!	(\$1,139.00)
3068442	6/25/2019 TRANE	1728 Expense!	(\$315.66)
3068443	6/25/2019 Treasurer of the State of New Ha	1728 Expense!	(\$429.80)
3068444	6/25/2019 UNGER, MICHAEL	1728 Expense!	(\$163.50)
3068445	6/25/2019 UNH - INSTITUTE ON DISABILITY	1728 Expense!	(\$1,197.00)
3068446	6/25/2019 UNITED SITE SERVICES	1728 Expense!	(\$120.55)
3068447	6/25/2019 W.B. MASON CO., INC	1728 Expense!	(\$53.36)
3068448	6/25/2019 WADLEIGH, STARR & PETERS, P.L.L.	1728 Expense!	(\$405.00)
3068449	6/25/2019 WALLISCH, ELIZABETH	1728 Expense!	(\$741.82)
3068450	6/25/2019 WEDIKO CHILDREN'S SERVICES	1728 Expense!	(\$10,309.31)
3068451	6/25/2019 WHITE, KATHLEEN A.	1728 Expense!	(\$598.00)
3068452	6/25/2019 WHITEHEAD, KIMBERLY	1728 Expense!	(\$270.00)
3068453	6/25/2019 Wyborney, Daniel H	1728 Expense!	(\$739.05)
3068454	6/25/2019 ZAHOUREK SYSTEMS, INC.	1728 Expense!	(\$450.00)
Total Expense!			(\$146,821.63)
Total Expense Categories			(\$633,913.00)
Grand Total			(\$633,913.00)

Souhegan Cooperative School District  
Field Maintenance Checking

**Souhegan Cooperative School District  
Field Maintenance Checking (\*\*9145)**

Date	Type	Check #	Description	Credit	Debit	Balance
3/1/2017	Opening Balance					<b>\$-00</b>
3/27/2017	Deposit		Town of Amherst, Field use, Fall Winter 16/17	\$8,901.27		\$8,901.27
3/31/2017	Closing Balance					\$8,901.27
4/30/2017	Closing Balance					\$8,901.27
5/31/2017	Closing Balance					\$8,901.27
6/14/2017	Deposit			\$300.00		\$9,201.27
6/30/2017	Closing Balance					\$9,201.27
7/31/2017	Closing Balance					\$9,201.27
8/17/2017	Transfer to Capital Checking		Deposited to the wrong account		(\$300.00)	\$8,901.27
8/31/2017	Closing Balance					\$8,901.27
9/30/2017	Closing Balance					\$8,901.27
10/31/2017	Closing Balance					\$8,901.27
11/1/2017	Deposit			\$6,952.18		\$15,853.45
11/30/2017	Closing Balance					\$15,853.45
12/31/2017	Closing Balance					\$15,853.45
1/31/2018	Closing Balance					\$15,853.45
2/28/2018	Closing Balance					\$15,853.45
3/1/2018	Deposit		Town of Amherst Field Use	\$5,561.27		\$21,414.72
3/31/2018	Closing Balance					\$21,414.72
4/30/2018	Closing Balance					\$21,414.72
5/31/2018	Closing Balance					\$21,414.72
6/30/2018	Closing Balance					\$21,414.72
7/31/2018	Closing Balance					\$21,414.72
8/31/2018	Closing Balance					\$21,414.72
9/30/2018	Closing Balance					\$21,414.72
10/31/2018	Closing Balance					\$21,414.72
11/30/2018	Closing Balance					\$21,414.72
12/3/2018	Transfer from Capital Checking		Amherst Field Use	\$8,896.72		\$30,311.44
12/31/2018	Closing Balance					\$30,311.44
1/31/2019	Closing Balance					\$30,311.44
2/28/2019	Closing Balance					\$30,311.44
3/31/2019	Closing Balance					\$30,311.44
4/30/2019	Closing Balance					\$30,311.44
5/31/2019	Closing Balance					\$30,311.44
6/24/2019	Deposit		Amherst Field Use	\$7,626.03		\$37,937.47
6/20/2019	Closing Balance					<b>\$37,937.47</b>

Souhegan Cooperative School District  
Capital Funds Checking

**Souhegan Cooperative School District  
Capital Funds Checking**

Date	Type	Check #	Description	Credit	Debit	Balance
FY17	6/30/2017		Closing Balance			\$10,723.41
FY18	6/30/2018		Closing Balance			\$8,040.63
FY19	7/31/2018		interest	\$3.53		\$8,044.16
FY19	7/31/2018		Closing Balance			\$8,044.16
FY19	8/31/2018		interest	\$3.42		\$8,047.58
FY19	8/31/2018		Closing Balance			\$8,047.58
FY19	9/28/2018		Interest	\$3.08		\$8,050.66
FY19	9/30/2018		Closing Balance			\$8,050.66
FY19	10/31/2018		Interest	\$3.64		\$8,054.30
FY19	10/31/2018		Closing Balance			\$8,054.30
FY19	11/5/2018		Deposit	\$8,896.72		\$16,951.02
FY19	11/30/2018		Interest	\$6.36		\$16,957.38
FY19	11/30/2018		Closing Balance			\$16,957.38
FY19	12/3/2018		Transfer out		(\$8,896.72)	\$8,060.66
FY19	12/3/2018		Move previous deposit to Field Acct			\$8,060.66
FY19	12/31/2018		Interest	\$3.67		\$8,064.33
FY19	12/31/2018		Closing Balance			\$8,064.33
FY19	1/31/2019		Interest	\$3.42		\$8,067.75
FY19	1/31/2019		Closing Balance			\$8,067.75
FY19	2/28/2019		Interest	\$3.10		\$8,070.85
FY19	2/28/2019		Closing Balance			\$8,070.85
FY19	3/31/2019		Interest	\$3.21		\$8,074.06
FY19	3/31/2019		Closing Balance			\$8,074.06
FY19	4/30/2019		Interest	\$3.54		\$8,077.60
FY19	4/30/2019		Closing Balance			\$8,077.60
FY19	5/31/2019		Interest	\$3.43		\$8,081.03
FY19	5/31/2019		Closing Balance			\$8,081.03
FY19	6/30/2019		Interest	\$3.10		\$8,084.13
<b>FY19</b>	<b>6/30/2019</b>		<b>Closing Balance</b>			<b>\$8,084.13</b>

**Souhegan Cooperative School District**  
 Consent Agenda Item #4  
**Treasurer Report**

## July-2019

Souhegan Cooperative School District		
Monthly Report of the Treasurer		
as of 7/31/2019		
Cash on hand	7/1/2019	\$1,574,022.47
Deposits		\$1,303,317.22
AP-PR		(\$1,060,174.49)
Balance on hand	7/31/2019	\$1,817,165.20

Capital Checking		
as of 7/31/2019		
Cash on hand	7/1/2019	\$8,084.13
Deposits		\$3.65
AP-PR		
Balance on hand	7/31/2019	\$8,087.78

Field Maintenance Checking		
as of 7/31/2019		
Cash on hand	7/1/2019	\$37,937.47
Deposits		\$0.00
AP-PR		\$0.00
Balance on hand	7/31/2019	\$37,937.47

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

Souhegan Cooperative School District  
 Monthly Reconciliation Report  
 Combined Accounts

	Peoples United	Peoples United	Peoples United	
	*1925	*9527	*5661	TOTAL
	Cash Management	Municipal Checking	Municipal Savings	
<b>July-19</b>				
7/31/2019	\$962,384.68	\$68,000.00	\$1,075,953.36	\$2,106,338.04
Outstanding Checks: (subtract)				
a) Accounts Payable		\$(47,280.40)		
b) Payroll		\$(241,892.44)		
c) Payroll Direct Deposit & IRS				
Total Outstanding		\$(289,172.84)		\$(289,172.84)
Reconciled Book Balance				\$1,817,165.20
Balance from Treasurer's Journal				\$1,817,165.20
				-

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

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
<b>7/1/2019</b>	<b>Beginning Balance</b>					<b>\$1,574,022.47</b>
7/1/2019	Town of Amherst	\$1,011,112.00	7/9/2019	Payroll Direct Deposit pp1 v6192	(\$7,573.16)	\$2,577,561.31
7/11/2019	State of NH Project Reimbursement	\$19,776.64	7/9/2019	Payroll Direct Deposit pp1 v6191	(\$129,640.59)	\$2,467,697.36
7/12/2019	State of NH DOE USDA Meal Programs	\$220.44	7/23/2019	Payroll Direct Deposit pp2 v6196	(\$67,597.66)	\$2,400,320.14
7/15/2019	State of NH DOE USDA Meal Programs	\$222.40	7/23/2019	Payroll Direct Deposot pp2 v6197	(\$7,924.07)	\$2,392,618.47
7/1/2019	Deposit: Food service cash	\$794.65	7/11/2019	Payroll IRS pp1 v6194	(\$8,989.33)	\$2,384,423.79
7/10/2019	Deposit Mont Vernon, SAU39, NH Medicaid, summer school, misc	\$264,364.87	7/25/2019	Payroll IRS pp2 v6199	(\$9,792.40)	\$2,638,996.26
7/17/2019	Deposit: NH Medicaid, misc	\$405.26	7/12/2019	Payroll 457 pp1 v6193	(\$1,030.29)	\$2,638,371.23
7/31/2019	Deposit ASD, NH Medicaid, summer school	\$3,240.74	7/26/2019	Payroll 457 pp2 v6198	(\$739.96)	\$2,640,872.01
			7/31/2019	Payroll Mass DOR v6201	(\$637.30)	\$2,640,234.71
			7/11/2019	Payroll pp1 v1 ck3068485-3068489	(\$1,645.14)	\$2,638,589.57
			7/25/2019	Payroll pp2 v2 ck3068566-3068568	(\$1,991.85)	\$2,636,597.72
			7/11/2019	Payroll pp1 v6195 ck3068490-3068490	(\$30.00)	\$2,636,567.72
			7/25/2019	Payroll pp2 v6200 ck3068569-3068569	(\$30.00)	\$2,636,537.72
			7/30/2019	Payroll v6202 ck3068570-3068572	(\$241,564.06)	\$2,394,973.66
						\$2,394,973.66
						\$2,394,973.66
			7/3/2019	A/P v1729 ck3068467-3068484	(\$267,664.72)	\$2,127,308.94
			7/17/2019	A/P v1730 ck3068491-3068565	(\$150,515.26)	\$1,976,793.68
			7/18/2019	A/P VOID ck3067518	\$80.00	\$1,976,873.68
			7/26/2019	A/P VOID ck3068138	\$239.00	\$1,977,112.68
						\$1,977,112.68
						\$1,977,112.68
7/31/2019	July Credit Card transactions	\$1,625.00				\$1,978,737.68
7/31/2019	July Food Service	\$0.00	7/15/2019	NH Municipal Bond Bank interest and principal	(\$163,098.75)	\$1,815,638.93
						\$1,815,638.93
			7/3/2019	Authorize.net credit card fees for June	(\$15.00)	\$1,815,623.93
7/31/2019	July Interest - Cash Management	\$582.90	7/4/2019	Vantiv Credit Card fees for June	(\$13.95)	\$1,816,192.88
7/31/2019	July Interest - Municipal Savings	\$972.32	7/11/2019	Merchant Services fees for June	\$0.00	\$1,817,165.20
<b>7/31/2019</b>	<b>Ending Balances</b>	<b>\$1,303,317.22</b>			<b>(\$1,060,174.49)</b>	<b>\$1,817,165.20</b>
				Payroll Debits	(\$233,924.76)	
				Payroll Checks	(\$245,261.05)	
				AP Checks	(\$580,959.73)	
				Other Debits	(\$28.95)	

SCSD Treasurer's Report  
Unreconciled Check Register

Uncleared Transactions  
SCSD Checking 9527

Num	Date	Payee	C Memo Category	Amount
<b>Expense Categories</b>				
<b>Payroll Ded</b>				
3068570	7/30/2019	HAMPSHIRE HILLS	6202 Payroll Ded	(\$1,206.18)
3068571	7/30/2019	HEALTHTRUST, INC.	6202 Payroll Ded	(\$206,695.59)
3068572	7/30/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6202 Payroll Ded	(\$33,662.29)
<b>Total Payroll Ded</b>				<b>(\$241,564.06)</b>
<b>Payroll</b>				
3068163	5/30/2019	Morton, Grace M	26 Payroll	(\$40.17)
3068165	5/30/2019	Sullivan, Claire M	26 Payroll	(\$40.17)
3068262	6/13/2019	Morton, Grace M	27 Payroll	(\$23.44)
3068460	6/27/2019	Sullivan, Claire M	28 Payroll	(\$63.61)
3068461	6/27/2019	Tom, Vincent J.	28 Payroll	(\$160.99)
<b>Total Payroll</b>				<b>(\$328.38)</b>
<b>Expense!</b>				
3068274	6/13/2019	BARLOW, CHERYL	1727 Expense!	(\$58.70)
3068331	6/13/2019	SCULLY, ROBERT	1727 Expense!	(\$664.00)
3068345	6/13/2019	TUPAJ, MEGAN	1727 Expense!	(\$110.30)
3068355	6/13/2019	WHITEHEAD, KIMBERLY	1727 Expense!	(\$285.57)
3068397	6/25/2019	JACKSON, DARRELL	1728 Expense!	(\$18.45)
3068404	6/25/2019	KUTCHER, NANCY	1728 Expense!	(\$900.00)
3068429	6/25/2019	SASS, MEGAN	1728 Expense!	(\$15.50)
3068430	6/25/2019	SCHWAGER, BRIAN	1728 Expense!	(\$15.70)
3068439	6/25/2019	THENIN, MICHEL	1728 Expense!	(\$21.95)
3068452	6/25/2019	WHITEHEAD, KIMBERLY	1728 Expense!	(\$270.00)
3068493	7/17/2019	AUTISM BRIDGES	1730 Expense!	(\$70.00)
3068494	7/17/2019	BARBATO, SARAH	1730 Expense!	(\$458.87)
3068495	7/17/2019	BERMUDA INSTITUTE OF OCEAN SCIEN	1730 Expense!	(\$1,200.00)
3068498	7/17/2019	BRALEY, KELLI	1730 Expense!	(\$1,612.38)
3068499	7/17/2019	C.O.R.E. VOCATIONAL SERVICES LLC	1730 Expense!	(\$9,100.00)
3068501	7/17/2019	CARING HANDS TRANSPORTATION LLC	1730 Expense!	(\$17,550.00)
3068508	7/17/2019	DEENIK, JENNIFER	1730 Expense!	(\$749.69)
3068509	7/17/2019	DICK DUMAIS, NHVOA ASSIGNOR	1730 Expense!	(\$65.00)
3068518	7/17/2019	FLYTHE, JANE	1730 Expense!	(\$30.64)
3068519	7/17/2019	FRONTLINE TECHNOLOGIES GROUP LLC	1730 Expense!	(\$3,055.92)
3068525	7/17/2019	HAMPSHIRE HILLS	1730 Expense!	(\$325.00)
3068527	7/17/2019	JAMES COLLINS INC	1730 Expense!	(\$2,795.00)
3068529	7/17/2019	JP PEST SERVICES, INC	1730 Expense!	(\$112.40)
3068530	7/17/2019	KUNYOSYING, SARAH	1730 Expense!	(\$1,689.00)
3068531	7/17/2019	KUTCHER, NANCY	1730 Expense!	(\$925.05)
3068533	7/17/2019	MADDOCK, KATHY	1730 Expense!	(\$441.66)
3068536	7/17/2019	MCGUIGAN, AMY	1730 Expense!	(\$1,600.00)
3068541	7/17/2019	NEACAC	1730 Expense!	(\$25.00)
3068543	7/17/2019	NEW HAMPSHIRE SCHOOL COUNSELORS	1730 Expense!	(\$250.00)
3068548	7/17/2019	PFLUGER, CARLEEN	1730 Expense!	(\$130.00)
3068549	7/17/2019	PISANI, RHONDA	1730 Expense!	(\$55.00)
3068552	7/17/2019	RAYMOND, DENISE	1730 Expense!	(\$13.98)
3068555	7/17/2019	SCULLY, ROBERT	1730 Expense!	(\$1,032.31)
3068562	7/17/2019	THERIAULT, ADAM J.	1730 Expense!	(\$1,129.51)
3068564	7/17/2019	TOWN OF AMHERST- DEPT. OF PUBLIC	1730 Expense!	(\$151.08)



SCSD Treasurer's Report  
Unreconciled Check Register

3068565	7/17/2019 WHITEHEAD, KIMBERLY	1730 Expense!	(\$352.74)
Total Expense!			(\$47,280.40)
Total Expense Categories			(\$289,172.84)
Grand Total			(\$289,172.84)

Souhegan Cooperative School District  
Field Maintenance Checking

**Souhegan Cooperative School District  
Field Maintenance Checking (\*\*9145)**

<b>Date</b>	<b>Type</b>	<b>Check #</b>	<b>Description</b>	<b>Credit</b>	<b>Debit</b>	<b>Balance</b>
<b>3/1/2017</b>	<b>Opening Balance</b>					<b>\$-00</b>
3/27/2017	Deposit		Town of Amherst, Field use, Fall Winter 16/17	\$8,901.27		\$8,901.27
3/31/2017	Closing Balance					\$8,901.27
4/30/2017	Closing Balance					\$8,901.27
5/31/2017	Closing Balance					\$8,901.27
6/14/2017	Deposit			\$300.00		\$9,201.27
6/30/2017	Closing Balance					\$9,201.27
7/31/2017	Closing Balance					\$9,201.27
8/17/2017	Transfer to Capital Checking		Deposited to the wrong account		(\$300.00)	\$8,901.27
8/31/2017	Closing Balance					\$8,901.27
9/30/2017	Closing Balance					\$8,901.27
10/31/2017	Closing Balance					\$8,901.27
11/1/2017	Deposit			\$6,952.18		\$15,853.45
11/30/2017	Closing Balance					\$15,853.45
12/31/2017	Closing Balance					\$15,853.45
1/31/2018	Closing Balance					\$15,853.45
2/28/2018	Closing Balance					\$15,853.45
3/1/2018	Deposit		Town of Amherst Field Use	\$5,561.27		\$21,414.72
3/31/2018	Closing Balance					\$21,414.72
4/30/2018	Closing Balance					\$21,414.72
5/31/2018	Closing Balance					\$21,414.72
6/30/2018	Closing Balance					\$21,414.72
7/31/2018	Closing Balance					\$21,414.72
8/31/2018	Closing Balance					\$21,414.72
9/30/2018	Closing Balance					\$21,414.72
10/31/2018	Closing Balance					\$21,414.72
11/30/2018	Closing Balance					\$21,414.72
12/3/2018	Transfer from Capital Checking		Amherst Field Use	\$8,896.72		\$30,311.44
12/31/2018	Closing Balance					\$30,311.44
1/31/2019	Closing Balance					\$30,311.44
2/28/2019	Closing Balance					\$30,311.44
3/31/2019	Closing Balance					\$30,311.44
4/30/2019	Closing Balance					\$30,311.44
5/31/2019	Closing Balance					\$30,311.44
6/24/2019	Deposit		Amherst Field Use	\$7,626.03		\$37,937.47
<b>6/20/2019</b>	<b>Closing Balance</b>					<b>\$37,937.47</b>

Souhegan Cooperative School District  
Capital Funds Checking

**Souhegan Cooperative School District  
Capital Funds Checking**

Date	Type	Check #	Description	Credit	Debit	Balance
FY17	6/30/2017		Closing Balance			\$10,723.41
FY18	6/30/2018		Closing Balance			\$8,040.63
FY19	7/31/2018		interest	\$3.53		\$8,044.16
FY19	7/31/2018		Closing Balance			\$8,044.16
FY19	8/31/2018		interest	\$3.42		\$8,047.58
FY19	8/31/2018		Closing Balance			\$8,047.58
FY19	9/28/2018		Interest	\$3.08		\$8,050.66
FY19	9/30/2018		Closing Balance			\$8,050.66
FY19	10/31/2018		Interest	\$3.64		\$8,054.30
FY19	10/31/2018		Closing Balance			\$8,054.30
FY19	11/5/2018		Deposit	\$8,896.72		\$16,951.02
FY19	11/30/2018		Interest	\$6.36		\$16,957.38
FY19	11/30/2018		Closing Balance			\$16,957.38
FY19	12/3/2018		Transfer out		(\$8,896.72)	\$8,060.66
FY19	12/3/2018		Move previous deposit to Field Acct			\$8,060.66
FY19	12/31/2018		Interest	\$3.67		\$8,064.33
FY19	12/31/2018		Closing Balance			\$8,064.33
FY19	1/31/2019		Interest	\$3.42		\$8,067.75
FY19	1/31/2019		Closing Balance			\$8,067.75
FY19	2/28/2019		Interest	\$3.10		\$8,070.85
FY19	2/28/2019		Closing Balance			\$8,070.85
FY19	3/31/2019		Interest	\$3.21		\$8,074.06
FY19	3/31/2019		Closing Balance			\$8,074.06
FY19	4/30/2019		Interest	\$3.54		\$8,077.60
FY19	4/30/2019		Closing Balance			\$8,077.60
FY19	5/31/2019		Interest	\$3.43		\$8,081.03
FY19	5/31/2019		Closing Balance			\$8,081.03
FY19	6/30/2019		Interest	\$3.10		\$8,084.13
<b>FY19</b>	<b>6/30/2019</b>		<b>Closing Balance</b>			<b>\$8,084.13</b>
FY19	6/30/2019		Interest	\$3.65		\$8,087.78
<b>FY19</b>	<b>6/30/2019</b>		<b>Closing Balance</b>			<b>\$8,087.78</b>

DATE	TERMINAL ID	NET PRESENTED	REJECTS	NONSETTLED NET SALES	ADJUSTED NET SALES	FEEES	CHARGEBACKS/ ADJUSTMENTS	NET POSITION
*****	*****	*****	*****	*****	*****	*****	*****	*****
7/12/2019	SUMMARY	\$225.00	\$-00	\$-00	\$225.00	\$-00	\$-00	\$225.00
7/14/2019	SUMMARY	\$125.00	\$-00	\$-00	\$125.00	\$-00	\$-00	\$125.00
7/23/2019	SUMMARY	\$125.00	\$-00	\$-00	\$125.00	\$-00	\$-00	\$125.00
7/26/2019	SUMMARY	\$125.00	\$-00	\$-00	\$125.00	\$-00	\$-00	\$125.00
7/27/2019	SUMMARY	\$160.00	\$-00	\$-00	\$160.00	\$-00	\$-00	\$160.00
7/28/2019	SUMMARY	\$75.00	\$-00	\$-00	\$75.00	\$-00	\$-00	\$75.00
7/29/2019	SUMMARY	\$390.00	\$-00	\$-00	\$390.00	\$-00	\$-00	\$390.00
7/30/2019	SUMMARY	\$400.00	\$-00	\$-00	\$400.00	\$-00	\$-00	\$400.00
7/31/2019	SUMMARY	\$555.00	\$-00	\$-00	\$555.00	\$(40.99)	\$-00	\$514.01 In August
								\$2,139.01
							SETTLED IN JULY	\$1,625.00

## Consent Agenda Item #5

### JLCE/EBBC - EMERGENCY CARE AND FIRST AID

*Category: Priority/Required by Law*

School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

The school will obtain at the start of each school year emergency contact information of parents or legal guardian for each student and staff member. See appendix JLCE-R for the form.

#### **First Aid:**

The school nurse or specially trained staff members shall assist in the treatment of injuries or emergency situations.

Building administration will ensure that at least one other person on staff, aside from the school nurse, has current first aid, cardiopulmonary resuscitation (CPR), and Automatic External Defibrillator (AED) certification. If the school nurse or licensed practical nurse is not available, any person who has current first aid, CPR, or AED certification is authorized to administer the same as needed.

#### **Oxygen:**

The school nurse or specially trained staff members have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

#### **Medications:**

The school nurse or other designated personnel may administer medications to students in emergency situations, provided such personnel has all training as is required by law. Such medications may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law. The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

#### **Epinephrine:**

The school nurse or specially trained staff members may administer epinephrine to any student in case of a medical emergency, if available and if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians.

#### **Naloxone/Narcan and Opioid Antagonists:**

The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists, if stored on site, will be available during the regularly scheduled school day. They may be available at other times at the discretion of the

Superintendent.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location, consistent with the manufacturer's instructions.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

Records related to the administration of such medication shall be made and maintained by the school nurse. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

**Reporting:**

For significant injuries, the school personnel or supervising adult witnessing the event must fill out an accident report, which must be submitted to administration so that he/she is informed and a basis is established for the proper processing of insurance claims and remediation if necessary.

**Legal References:**

*RSA 200:40, Emergency Care*

*RSA 200:40-a, Administration of Oxygen by School Nurse*

*RSA 200:44-a, Anaphylaxis Training Required*

*RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers*

*RSA 200:55, Administration of Bronchodilator, Space or Nebulizer Ed 306.04(a)(21), Emergency Care For Students And School Personnel Ed 306.12, School Health Services*

*Appendix: JLCE-R*

SAU 39 Board Review: May 31, 2018

## **KFA - PUBLIC CONDUCT ON SCHOOL PROPERTY**

(Download policy)

*Category: Recommended*

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

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

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

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

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

### **Legal References:**

*RSA 193:11, Disturbance*

*RSA 635:2, Criminal Trespass*

SAU 39 Board Review:      May 31, 2018

## **JICI - WEAPONS ON SCHOOL PROPERTY**

*Category: Priority/Required By Law See Also: KFA*

### **Guns and Firearms - Students:**

Any student who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property. Local law enforcement authorities will be notified of any student who brings ammunition to a safe school zone.

All students will receive written notice of this policy at least once each year.

### **Other weapons:**

For the purposes of this policy, "weapon" includes but is not limited to: slung shot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24).

"Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike.

Violations of this policy could result in both school disciplinary action and notification of local law enforcement authorities.

Members of the public who violate this policy may be reported to local law enforcement authorities, if possession of the weapon is used in a threatening, harassing or intimidating manner.

General:

The superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public. For example, discovery of unattended guns, firearms, other weapons, or ammunition will be reported to local law enforcement authorities.



**Legal References:**

*18 U.S.C. § 921, Et seq., Firearms*

*20 U.S.C. § 7151, Gun-Free Schools Act*

*RSA 193:11, Disturbance*

*RSA 193-D, Safe School Zones*

*RSA 193:13, Suspension and Expulsion of Students*

*NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process Appendix JICD-R*

*Appendix JICI-R*

Revised: April 2013, April, 2010, May 2006, February 2005, November 1999,

SAU 39 BOARD REVIEW: May 31, 2018

**Amherst, Mont Vernon, and Souhegan Policy**

**GCFA – CONDITIONAL OFFER OF EMPLOYMENT**

When a situation arises, prior to a school board meeting, where the Superintendent judges it is in the best interests of the District to make a conditional offer of employment to a candidate, the School Board allows the Superintendent to make such an offer. This offer shall be contingent upon the School Board’s vote to approve the nomination at a subsequent meeting.

## **ADB - DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS**

The School District will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 and the Drug-free workplace requirements for Federal contractors, 41 U.S.C. §701. In compliance with these requirements, the District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
2. Provide a drug-free awareness program to inform employees about:
  - a. The dangers of illicit drugs in the workplace;
  - b. The District's policy of maintaining a drug-free workplace;
  - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and
  - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
4. Establish the following as grounds for disciplinary action:
  - a. Working under the influence of alcohol or illegal drugs, no matter where consumed.
  - b. Having an unsealed container of alcohol or consuming alcohol on School property. (Any employee who finds any type of container of alcohol on School property should report it to the administration immediately.)
  - c. Possessing or distributing controlled substances on School property.
  - d. Consuming, possessing, or distributing alcohol or illegal drugs at official school functions not on school property.
5. Alert the local law enforcement agency of suspected violations of the policy.
6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
  - a. Suspension
  - b. Termination of employment
  - c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a biennial review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.

**Legal References:**

*RSA 193-B, Drug Free School Zones*

*41 USC Section 701 Et. seq., Drug-free workplace requirements for Federal contractors*

*Public Law 101-226, Drug-Free Schools and Communities Act Amendments of 1989*

Revised: April 2010

Revised: February 2004

Revised: July 1998

**ADOPTED:** June 1993

**REVISED:** July 17, 2003

**REVISED:** January 4, 2017

**REVIEWD:** December 2018

SAU #39

**BDA - BOARD ORGANIZATIONAL MEETING**

1. The School Board shall hold an organizational meeting within one month of the School District Meeting. The meeting shall be called by the Superintendent of Schools, who shall preside during and until the election of a Chairperson.
2. The new Chairperson of the School Board shall take office upon election. The School Board shall then elect a Vice-Chairperson and a Secretary.
3. All officers of the School Board shall hold office until the next annual organizational meeting or until their successors are elected.
4. Whenever there is a vacancy in the office of the Chairperson, Vice- Chairperson, or Secretary, the School Board shall elect a new officer to fill the vacancy during the unexpired term of office provided that all members of the Board have been notified prior to the meeting that the vacancy will be filled at such meeting. Any member of the School Board is eligible to fill a board office vacancy. In the event the Board member elected to fill the vacancy already holds another Board office, the board member shall relinquish his or her initial office and elections for the newly created vacancy will commence.
5. Election of officers shall be by nomination from School Board members. A majority vote of the members of the School Board, by show of hands in Open Session, shall be required for election.
6. The assignment of board members to committees will also be made at the organizational meeting, or at any subsequent meeting.

**Legal Reference:**

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

**ADOPTION: 6/8/92****Reviewed: December 2018**

SAU #39

**BEA - REGULAR BOARD MEETINGS***Category: Recommended*

Notice of all board meetings will be posted in accordance with the provisions of RSA 91-A. The Superintendent is authorized to post notice of the meeting on the District website. Minutes of all meetings will be taken and provided in accordance with the provisions of RSA 91-A.

All meetings shall be open to the public. Agendas will be established per Board Policy BEDH. The Board reserves the right to amend the agenda during the meeting, upon majority vote. Public comments will be allowed per Board Policy BEDH.

Additional meetings may be scheduled at the call of the Chair. Emergency meetings may be called in accordance with the provisions of RSA 91-A:2 .

A majority of the Board shall constitute a quorum. Provisions for meeting a quorum are established in Board Policy BEDC.

The School Board recognizes that the consistent attendance of Board Members at Board Meetings is essential for the efficient, effective operation of the Board's duties as well as fulfilling our individual obligations as elected officials.

**Legal References:**

*RSA 91-A, Access to Public Records and Meetings*

*N.H. Code of Administrative Rules, Section Ed. 303.01(f), Substantive Duties of School Boards*

Adopted: February 2, 2017

## **BEC - NON-PUBLIC SESSIONS**

The Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. Upon motion, the vote to enter non-public session will be a recorded roll-call vote made in public session. The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory reason(s) for entering non-public session.

The Board shall record minutes of all non-public sessions. Non-public session minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The Board will only vote to seal minutes of non-public sessions if divulging such information would:

1. Adversely affect the reputation of a person other than a member of the Board;
2. Render a proposed board action ineffective; or
3. Thwart safety considerations pertaining to terrorism or other emergency functions of the Board.

Board members will refrain from publicly discussing matters that were discussed in a non-public session.

The Superintendent or his/her designated representative may attend all non-public sessions at the pleasure of the Board, except those non-public sessions that pertain to the Superintendent's employment.

### **Legal References:**

*RSA 91-A:3, Non-Public Sessions*

*RSA 91-A:4, Minutes and Records Available for Public Inspection*

*RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality*

ADOPTED:                      April 6, 2017  
 Reviewed:                     December 2018

SAU #39

**BEDC — Quorum**

Board members unable to attend a meeting in person may communicate via electronic means in accordance with Policy BEA and RSA 91-A:2, III. However, in all circumstances, a quorum shall only be met when more than ½ of the qualified members of the board are physically present at the meeting, except for emergency meetings as set forth in RSA 91-A:2, III(b).

ADOPTED: June 4, 2018

Reviewed: December 2018



## SOUHEGAN POLICY

**BED H – PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS**

The School Board encourages and welcomes public attendance and participation of all board meetings:

1. All meetings of the board, for the official transaction of business, shall be open to the public; however, the board may, by majority vote, meet in nonpublic session per RSA 91 -A.
2. Portions of the open meeting will be allotted to receive comments from citizens as noted on the meeting agenda. Issues which require an extended period of time may be deferred to the next business meeting, or to a special meeting called by the board. The Chairperson may set a time limit on the length of the public comments portion of the meeting.
3. Citizens who wish to address the board are encouraged to notify the Chairperson, or Superintendent, at least 48 hours prior to the meeting so that the board may be better prepared to offer assistance or to respond to the comment, question, or concern.
4. Public comments on agenda items may be allowed or terminated as follows:
  - A. A member of the board may request the Chairperson to determine whether the board wishes to hear from citizens on the subject. The Board will neither hear personal complaints about school personnel nor complaints regarding any person connected with the school system.
  - B. The Chairperson may rule that adequate discussion has been heard. If the ruling of the Chairperson is challenged by a member, the board must be polled with the vote of the majority prevailing.

Legal Reference:

*RSA 91-A:3, Public Records and Meeting; Non-Public Sessions*

Reviewed:	December 2018
Revised:	October 5, 2017
Adopted:	February 27, 1990

## BG - BOARD POLICY PROCESS

### *Category R*

The Board will develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of our public schools.

The Board considers policy development its chief function, along with providing the resources such as personnel, buildings, materials, and equipment for the successful interpretation and evaluation of its policies.

Policies are principles adopted by the Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to School District personnel.

It is the Board's intention that its policies serve as sources of information and guidance for all people who are interested in, or connected with, the public schools.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future Boards. The Board will welcome suggestions for ongoing policy development from citizens, students, and staff in the District.

Action on such proposals, whatever their source, is taken finally by the Board after receiving the recommendation of the Superintendent. The Superintendent bases his/her recommendations upon the outcomes of study and upon the judgment of the professional staff and appropriate study committees. The Superintendent shall seek counsel of the School Attorney when there may be a question of legality or proper legal procedure in the development of a proposed School Board policy.

Reviewed: December 2018  
 Revised: February 2, 2017  
 Adopted: June 21, 2007

## AMHERST, MONT VERNON, SOUHEGAN, and SAU 39 POLICY

### **DBF – BUDGET REVIEW / HEARING / ADOPTION**

The budget will be made available to the budget advisory committee, the press, and the public at the same time the Superintendent presents the budget to the board.

The budget shall be presented through public hearings and adopted as prescribed by the applicable RSAs.

**AMHERST, MONT VERNON, SOUHEGAN, and SAU 39 POLICY**

**DBI – BUDGET IMPLEMENTATION**

The Superintendent will establish procedures for budget implementation, control, and reporting.

*RSA 32:10, Transfer of Appropriations*

*NH Code of Administrative Rules Section Ed. 302:02 (e) (j) (o,) Substantive Duties of the Superintendent*

**DBJ – TRANSFER OF APPROPRIATIONS**

It is the intent of the Board to limit its spending to the amount specified for each functional area. However, transfer of funds between functional areas may be permitted if approved by the Board upon request from the Superintendent. Excess funds may not be transferred from the unemployment compensation line item.

All transfers will be in accordance with the requirements of RSA 32:10 and implemented by internal procedures set forth by the Superintendent.

*RSA 32:10, Transfer of Appropriations*

*RSA 282-a:71, III, Unemployment Compensation*

## **EHB – DATA/RECORDS RETENTION**

*Related Policies: EH, EHAB, JRA, & JBJ*

*See also: EHB-R (Records Retention Schedule)*

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations, and also addresses retention/destruction of all other records which are not subject to specific statutes or regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

This policy shall apply to all district records, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc.

### **A. Special Education Records**

1. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
2. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
3. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
5. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
6. The District shall provide public notice of its document destruction policy at least annually.

### **B. Litigation Hold**

On receipt of notice from legal counsel representing the District in that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.

## AMHERST, MONT VERNON, SOUHEGAN, and SAU 39 POLICY

### C. Right-to-Know Request Hold

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from legal counsel representing the District authorizing destruction of the records has been received.

*RSA 91-A, Right to Know Law*

*RSA 189:29-a, Records Retention and Disposition*

*NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention*

*NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention*

*NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements*

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

**EHB-R – LOCAL RECORDS RETENTION SCHEDULE**

*See Board Policy: EHB*

*Related Policies: EH, EHAB, JRA, and JBJ*

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc.

**A. Special Education Records**

1. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
2. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
3. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
5. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
6. The District shall provide public notice of its document destruction policy at least annually.

**B. Litigation Hold**

On receipt of notice from legal counsel representing the District that a litigation hold is required, the routine destruction of governmental records, including paper and electronic records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the district has received a written directive from the attorney representing the district authorizing resumption of the routine destruction of those records.

**C. Right-to-Know Request - Hold**

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt, the requested material shall be preserved for no less than 90 days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from the attorney



## AMHERST, MONT VERNON, SOUHEGAN, and SAU 39 POLICY

representing the District authorizing destruction of the records has been received.

### D. Electronic Records

For legal purposes, electronic records and communications are no different than paper documents. The state law on preservation of electronic records, RSA 33-A:5-a Electronic Records, does not explicitly apply to school districts, but does provide guidance: "Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper or microfilm, or stored in portable document format/archival (PDF/A) on a medium from which it is readily retrievable. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by [Superintendent as the party] responsible for the records. The [Superintendent] is responsible for assuring the accessibility of the records for the mandated period." [Italics represent modified language to reflect Superintendent's responsibility for record retention and access.]

### E. Retention Period Schedule

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc.

Type of Record	Retention Period	Statute, Rule, or other legal authority <i>If none listed, retention period is a recommendation (see end note)</i>
<b>Business Records</b>		
Accident Reports - Employee	Term of employment, plus 6 years	
Accident Reports - Student	Age of majority, plus 6 years	
Accounts Receivable	Until audited, plus 1 year	RSA 33-A:3-a
Annual Audit	Permanent	RSA 33-A:3-a (10 years)
Annual Report (District), Warrants, Annual Meeting Minutes, Budgets (District & SAU)	Permanent	RSA 33-A:3-a
Application for Federal Grants	5 years	20 U.S.C. 1232f., (three years after the completion of the activity for which the funds are used) other authorities may apply
Architectural Plans	Permanent	

**AMHERST, MONT VERNON, SOUHEGAN, and SAU 39 POLICY**

<b>Type of Record</b>	<b>Retention Period</b>	<b>Statute, Rule, or other legal authority</b> <i>If none listed, retention period is a recommendation (see end note)</i>
Asbestos Removal	Permanent	
Bank Deposit Slips	6 years	RSA 33-A:3-a
Bonds and continuation certificates	Permanent	RSA 33-A:3-a (expiration plus 2 years)
Budget Worksheets	End of budget year, plus 1 year	
Cash receipts, disbursement records, checks	Until Audited and at least 6 years after last entry	RSA 33-A:3-a
Child Labor Permits	1 year	
Work-study	3 years from date of enrollment	29 C.F.R. §570.37
Construction Contracts, Capital projects, fixed assets that require accountability after acquired*	Life of contract, building, asset plus 20 years	RSA 33-A:3-a (Life of project/asset)
Engineering Surveys	Permanent	
Unsuccessful bids	Life of contract plus 3 years	RSA 33-A:3-a (Completion of project, plus one year)
Certified Educator	Permanent	
COBRA Notices	6 years from date of issue	42 U.S.C. 300bb-1, <i>et. seq.</i> (3 years) ERISA 29 U.S.C. §1027 ( 6 years)
Collective Bargaining Agreements	Permanent	
Correspondence for Business transactions*	Life of subject matter plus 4 years	
Correspondence - General	3 years or longer when historic/useful	
Correspondence Transitory	As needed for reference	RSA 33-A:3-a
Deeds	Permanent	
District Meeting Minutes & Warrant	Permanent	

**AMHERST, MONT VERNON, SOUHEGAN, and SAU 39 POLICY**

<b>Type of Record</b>	<b>Retention Period</b>	<b>Statute, Rule, or other legal authority</b> <i>If none listed, retention period is a recommendation (see end note)</i>
Insurance policies	Permanent	RSA 33-A:3-a
Notes (loan documents)	Until paid, Audited, plus 3 years	RSA 33-A:3-a
Student Activities Records/Accounts	Until Audited, plus 6 years	RSA 33-A:3-a (bank deposit slips and statements 6 years)
Enrollment Reports:  Fall Reports A12A (RSA 189:28)	Permanent	
Enrollment Reports:  Pupil Registers	Permanent	RSA 189:27-b
Enrollment Reports:  Resident Pupil Membership Forms	14 years	
Enrollment Reports:  School Opening Reports	3 years	
Enrollment Reports:  Statistical Report A-3 (RSA 189:28)	Permanent	
Federal Projects Documents	5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit	Review specific project/grant program requirements. 20 U.S.C. 1232f, (three years after the completion of the activity for which the funds are used), other authorities may apply
FICA Reports – monthly	7 years	
Fixed Trip Requests/Confirmation	1 year	
Fixed Assets Schedule	Permanent/as updated	
Form C-2 Unemployment	6 years	
Wage Report (DES 100)	6 years	
Invoices*	3 years*	Until Audited, plus 1 year

**AMHERST, MONT VERNON, SOUHEGAN, and SAU 39 POLICY**

<b>Type of Record</b>	<b>Retention Period</b>	<b>Statute, Rule, or other legal authority</b> <i>If none listed, retention period is a recommendation (see end note)</i>
MS-22 Budget Form	6 years	
MS-23 Budget Form	6 years	
MS-25 Budget Form	Permanent	
Minutes of Board Meetings, Board Committees	Permanent	RSA 91-A:2, II, RSA 33-A:3-a
Purchase Orders*	Until Audited, plus 1 year	
Request for Payment Vouchers*	Until Audited, plus 1 year	
Requisitions*	Until Audited, plus 1 year	
Retirement Reports – Monthly	1 year	
Timecards: Bus Drivers	5 years	Lab 803.03. Notification and Records no less than 4 years
Timecards: Custodial	5 years	Lab 803.03. Notification and Records no less than 4 years
Timecards: Secretarial	5 years	Lab 803.03. Notification and Records no less than 4 years
Timecards: Substitute Teachers pay slips	5 years	Lab 803.03. Notification and Records no less than 4 years
Payroll Records	6 years	RSA 33-A:3-a Audited, plus 2 year  29 C.F.R. §1627.3 (3 years) ADEA: 29 U.S.C. §626, 29 CFR Part 1602 (2 years from job action); 29 C.F.R § 825.500 FMLA, 29 U.S.C.§2616, 3 years
Travel Reimbursements*	3 years*	Until Audit, plus 1 year
Treasurer’s Receipts – canceled checks	6 years	
Treasurer’s Report	6 years	

**AMHERST, MONT VERNON, SOUHEGAN, and SAU 39 POLICY**

<b>Type of Record</b>	<b>Retention Period</b>	<b>Statute, Rule, or other legal authority</b> <i>If none listed, retention period is a recommendation (see end note)</i>
Vocational Education: AVI Forms	1 year	
Vocational Education: Vocational Center Regional Contracts	20 years	
Vocational Education: Federal Vocational Forms*	6 years	
Vouchers Manifests*	Until Audit, plus 1 year	
Tax Forms: W-2's, 1099 *	7 years	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2)(tax advisors say 7 years)
Tax Forms: W-4 Withholding Exemption Certificate	7 years	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)
Tax Forms: W-9	7 years	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)
Tax Forms: 941-E Quarterly Taxes	7 years	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)
Personnel Records	Term of Employment, plus 50 years	RSA 33-A:3-a. Retirement or termination, plus 50 years
Application for employment - Successful	Term of Employment, plus 50 years	RSA 33-A:3-a Unsuccessful applicants: current year, plus 3 years.
Attendance Records: Leaves	3 years	Family Medical Leave Act – 3 years

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<b>Type of Record</b>	<b>Retention Period</b>	<b>Statute, Rule, or other legal authority</b> <i>If none listed, retention period is a recommendation (see end note)</i>
Attendance Records: Request for Leaves	1 year	
Class Observation Forms	1 year	
Criminal Record Check: No criminal record	Destroy immediately after review	RSA 189:13-a (Superintendent only)
Criminal Record Check: Criminal record	Destroy within 30 days of receipt	RSA 189:13-a (Superintendent only)
Civil Rights Forms, Discrimination claims, accommodation under ADA, information used for EEO-5 report, EEO-5 report	6 years	29 C.F.R. §1602.40; 42 U.S.C. 12117; 42 U.S.C. § §§ 2000e-8-2000e-12; 42 U.S.C. § 2000ff-6; (final disposition, 2 years, 3 years)
Deferred Compensation plans	7 years	RSA 33-A:3-a
Dues Authorization	Term of Employment, plus 50 years	RSA 33-A:3-a. – Personnel record
Employment test papers with results	One year from date of personnel action	29 C.F.R. §1627.3
Evaluations	Term of Employment, plus 50 years	RSA 33-A:3-a. – Personnel record
HIPPA Documentation	Term of Employment, plus 50 years	RSA 33-A:3-a. – Personnel record  HIPPA: 45 C.F.R. §164,316(b) & .530(j) – 6 years. HITECH 42 U.S.C. §17938
Labor-PELRB actions	Permanent	RSA 33-A:3-a
Labor Negotiations	Permanent	RSA 33-A:3-a
Legal Actions - lawsuits	Permanent	RSA 33-A:3-a
Medical Benefits Application	Term of Employment, plus 50 years	RSA 33-A:3-a. – Personnel record

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<b>Type of Record</b>	<b>Retention Period</b>	<b>Statute, Rule, or other legal authority</b> <i>If none listed, retention period is a recommendation (see end note)</i>
Medical exams, Physical examinations used for personnel action	Term of Employment, plus 50 years	29 C.F.R. §1627.3(One year from date of personnel action)  RSA 33-A:3-a. – Personnel record  29 C.F.R. §1910.1020 (term of employment plus 30 years)
Oaths of Office	Permanent	RSA 33-A:3-a Term, plus 3 years
Promotion, demotion, transfer, selection for training, layoff, recall, or discharge	Term of Employment, plus 50 years	29 C.F.R. §1627.3 (1 year from date of action)  RSA 33-A:3-a. – Personnel record
Recruitment Documents	One year from date of personnel action	29 C.F.R. §1627.3
Re-employment Letter of Assurance	Term of Employment, plus 50 years	RSA 33-A:3-a. – Personnel record
Retirement application	Term of Employment, plus 50 years	RSA 33-A:3-a. – Personnel record
School Bus Driver Drug Tests – positive results & records of administration of test	5 years	49 C.F.R. §382.401; 49 C.F.R. § 40.333
School Bus Driver Drug tests – negative & cancelled	1 year	49 C.F.R. §382.401
Separation from Employment Form/Letter	Term of Employment, plus 50 years	RSA 33-A:3-a. – Personnel record
Settlement agreements, even if in anticipation of a lawsuit	Permanent	RSA 91-A:4, VI (10 years)
Staff Development Plan	Term of Employment, plus 50 years	Term of Employment, plus 50 years
Substitute Teacher Lists	7 years	
<b>Student Records:</b>		

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<b>Type of Record</b>	<b>Retention Period</b>	<b>Statute, Rule, or other legal authority</b> <i>If none listed, retention period is a recommendation (see end note)</i>
Applications for Free/Reduced Lunch	6 years	
Assessment Results	Permanent	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.
Attendance	Permanent	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.
Disciplinary Records	Term of Enrollment, plus 3 years	
Early Dismissal	1 year	
Emergency Information Form	1 year/as updated	
Grades	Permanent	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.
Health and Physical Records	Term of Enrollment, plus 3 years	
Immunization Record	Term of Enrollment, plus 3 years	
Log of requests for access to education records	As long as the education record is retained	FERPA 20 U.S.C. §1232g (b)(4)(A)
Medical Reports	Term of Enrollment, plus 3 years	
Registration Form	Term of Enrollment, plus 3 years	
Student Handbook	1 copy of each edition, Permanent	



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<b>Type of Record</b>	<b>Retention Period</b>	<b>Statute, Rule, or other legal authority</b> <i>If none listed, retention period is a recommendation (see end note)</i>
Transcripts	Permanent	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.
<b>Internal Records:</b>		
Child Abuse Reports/Allegations	Permanent	
Criminal Investigation	Permanent	
Personnel Investigations	Permanent	
Sexual Harassment	Permanent	
Records Management, transfer to storage or disposal	Permanent	RSA 33-A:3-a (summary report of what category of records, for what range of dates, was put in storage or destroyed)
Vehicle maintenance	Life of vehicle, plus 3 years	RSA 33-A:3-a

\* Note regarding records relating to federal funds (items marked with "\*"): Before any records related to federal funds are destroyed the requirements of the General Education Provisions Act (GEPA) 20 U.S.C. 1232f shall be observed. Namely, that statute requires that district "shall keep records which fully disclose the amount and disposition by the recipient of [federal] funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit . . . for three years after the completion of the activity for which the funds are used." Therefore, to the extent that the below schedule, or other authorities, suggest that a purchase order, with accompanying documentation, may need to be retained only until the records are audited, plus 1 year, if the purchase is in part or in whole with federal funds the record must be retained for three years after the completion of the activity for which the funds are used, a much longer period of time.

**End Note:** Where different retention periods are required or recommended by different sources of legal authority, the longest retention period is listed in the retention period column, but the shorter period is cited in the statute, rule, or other legal authority column with the source of legal authority.

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The recommended retention periods, except where another statute or rule are cited, are based on the New Hampshire requirements for municipalities as set forth in RSA 33-a:3-a where a category of records is listed in that statute which is not addressed in school law, consideration of the civil statutes of limitation in New Hampshire, and the guidance last issued several years ago by the New Hampshire Department of Education.

The retention period is a minimum. Unless destruction is required by law, where governmental records have historical value or other considerations warrant retention, the records may be retained for a longer period or permanently.

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### **KE/KEB- PUBLIC COMPLAINTS ABOUT SCHOOL MATTERS, PERSONNEL, EMPLOYEES, STUDENTS OR ADMINISTRATION**

Any complaint presented to the Board about school matters, personnel, employees, students or administration, will be referred back to the Superintendent. The Board will not hear or review complaints until such complaints have first been brought forth through the appropriate and applicable administrative procedures and the Superintendent or his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint, which will interfere with its ability to serve as an impartial trier of fact in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the District under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the Superintendent, the individual who is the subject of the complaint may be advised of the nature of the complaint and may be given an opportunity for explanation, comment, and presentation of the facts. The Superintendent shall seek to resolve the matter and report to the Board.

The Board believes that complaints and grievances are best handled and resolved by the parties directly concerned. Therefore, the proper channeling of complaints and/or grievances will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. School Board

When any complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. If the member of the public will not personally present the complaint to the appropriate level, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent to be channeled appropriately.
2. If the person making a complaint at the Superintendent level believes that a satisfactory reply has not been received, he or she may request that the Board hear the complaint. The Board will hear and act upon the complaint only by majority vote. The Board may decline to act on any complaint which, in its sole judgment, would interfere with the Superintendent's ability to properly administer the district. If the Board does hear and act upon the complaint, all Board decisions shall be final.
3. If the Board decides, in accord with Paragraph Two, to hear and act upon a complaint that pertains to personnel, employee, student or administrative matters, it shall determine

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whether the complaint shall be heard in public or non-public session in accord with RSA 91-A:3 and the laws pertaining to student and family privacy rights. The Board shall also determine whether it is appropriate to inform the individual who is the subject of the complaint of the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of the facts to the Board.

4. If the Superintendent is the subject of the complaint, the SAU #39 Board shall determine whether the complaint should be heard in public or non-public session in accord with RSA 91-A:3. The SAU #39 Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of the facts.