

SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts



ADAM A. STEEL
Superintendent of Schools

CHRISTINE M. LANDWEHRLE
Assistant Superintendent

MARGARET A. BEAUCHAMP
Director of Student Services

MICHELE CROTEAU
Business Administrator

Souhegan Cooperative Board Meeting

Monday, January 27th, 2020 – 6:00 PM

Souhegan High School
412 Boston Post Road
Amherst, NH 03031

Agenda Item	Time	Desired Action	Backup Materials
Call to Order	6:00 PM	<i>Chair of the Souhegan Cooperative School Board, Mr. Jim Manning, to call the meeting to order.</i>	None
Empower/CBE / Grading and Transcripts	6:00 PM	<i>The Board to discuss Empower/Competency Based Education (CBE)/ Grading and Transcripts</i>	None
Dual Enrollment vs. Advanced Placement	6:30 PM	<i>The Board to discuss Dual Enrollment vs. Advanced Placement</i>	None
Start and End Times	6:40 PM	<i>The Board to discuss start and end times at SHS.</i>	None
Public Comment I of II	6:50 PM		None
Consent Agenda- Approval	6:55 PM	<i>1. Draft Minutes Jan 8th 2020 Public Hearing 2. Draft Minutes Jan 8th 2020 After PH 3. Nov 2019 Treasurer's Report 4. Dec 2019 Treasurer's Report</i>	01 08 2020 Draft Minutes 01 08 2020 After Public Hearing Nov 2019 Treasurer's Report Dec 2019 Treasurer's Report
Deliberative Session Planning	7:00 PM	<i>The Board to prepare for the upcoming Deliberative Session</i>	None
Public Comment II of II	7:50 PM		
Non- Public Session	7:55 PM	<i>RSA 91 A:3 II ()</i>	
Meeting Adjourned	8:00 PM		

1 Souhegan Cooperative School District Public Hearing

2 Wednesday, January 8th, 2020

3 Public Hearing Minutes- Not Approved

4 Consent Agenda Item #1

5 Attendees:

6
7 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant
8 Superintendent, and Michele Croteau- SAU #39 Business Administrator.

9
10 Souhegan Cooperative School Board: Jim Manning- Chair, Pim Grondstra- Vice Chair, Laura
11 Taylor- Secretary, Amy Facey, Steve Coughlan and David Chen.

12
13 Public: Joel Gordon, 7 Steeple Lane, Amherst NH, Ellen Grudzien, Amherst School Board
14 Member, 18 Buckridge Dr. Amherst NH, Howard Brown, SAFC Member/ 2 Blood Road, Mont
15 Vernon, NH, Dwayne Purvis, 145 Hollis Road, Amherst NH, Jeanne Ludt, SAFC Member/ 3
16 School Street, Amherst NH, Stephanie Grund, 5 Colonel Wilkins Road, Amherst NH, and
17 Anthony Nino, 0 Willow Lane, Amherst NH.

18
19 I. Public Hearing Call to Order

20
21 **Chair of the Souhegan Cooperative School Board, Mr. Jim Manning, called the Public**
22 **Hearing to order at 6:00 PM.**

23 He then noted that Superintendent, Mr. Adam Steel, will be reviewing some important
24 highlights.

25 Superintendent Steel began his presentation noting 3 Budget Goals:

- 26 1. Pass a budget that supports our continued strategic efforts
27 2. Support a 4-year teacher agreement that solves competitive imbalances
28 3. Pass the first year of a 20-year plan to support a capital maintenance plan

29 He then reviewed the SHS OECD PISA scores in Reading, Math and Science.

30 He also reviewed the Math and Reading SAT scores.

31 Next, Superintendent Steel explained the financial performance of the District.

32 The Souhegan budget has increased 1.3% since 2011. They underspent their budget by \$1.2m
33 last year, mostly due to savings in Special Education where projected impacts were higher than
34 actual. Their special programs, which are matriculating to Souhegan, have saved the SAU \$6.1m
35 over the past four years while artificially increasing their cost-per-pupil calculation.

36 Furthermore, the amount the State pays in adequacy across the state has increased \$229 (per
37 student) since 2012, but has decreased for SAU #39 by \$105 (per student) during that time.

38 Mr. Steel further explained how the way that they have taught math has changed and what skills
39 are expected today.

40 He then reviewed the Portrait of a Graduate including things such as a Knowledge Constructor,
41 Critical Thinker, Confident Global Citizen, Skilled Collaborator and Engaged Learner.

42 With that said, every child deserves is a unique roadmap in a world of change, a challenge that
43 prepares, an anchoring adult who guides, and finally an available affordable next step.

44 In closing, Superintendent Steel reiterated the three areas of focus.

- 45 1. Pass a budget that supports our continued strategic efforts
- 46 2. Support a 4-year teacher agreement that solves competitive imbalances
- 47 3. Pass the first year of a 20-year plan to support a capital maintenance plan

48 Souhegan Cooperative School Board Chairman, Mr. Jim Manning, thanked the members of the
49 Souhegan Advisory Finance Committee. He then noted that they are volunteers that did
50 outstanding work.

51 He then read Warrant Article #2 Operating Budget.

52 **Warrant Article #2 Operating Budget:**

53 *“Shall the Souhegan Cooperative School District raise and appropriate as an operating
54 budget, not including appropriations by special warrant articles and other appropriations
55 voted separately, the amounts set forth on the budget posted with the warrant or as amended
56 by vote of the first session, for the purposes set forth therein, totaling eighteen million, three
57 hundred seventy-seven thousand, four hundred and seven dollars (\$18,377,407)? Should this
58 article be defeated, the default budget shall be eighteen million, three seventy-one thousand,
59 six hundred and fifty-one dollars (\$18,371,651), which is the same as last year, with certain
60 adjustments required by previous action of the Souhegan Cooperative School District or by
61 law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X
62 and XVI, to take up the issue of a revised operating budget only?”*

63 ***Majority vote required.***

64 He then explained some budget highlights:

65 As Superintendent Steel mentioned before, the proposed budget includes \$485k in additional
66 staffing reductions.

67 He further explained that they are managing declining enrollment with the costs and tax impact
68 associated with that and trying to get into alignment with a modern world and modern education
69 system.

70 He then remarked that they are also going to ask the taxpayers to support a PPC agreement.
71 When you look at the budget in its entirety, it has increased 1.54% from FY’ 20, but would be
72 reduced by 2.05% if not for mandatory increases in Special Education.

73 Mr. Manning then clarified the Budget by Fund. He noted that they have the General Fund, Food
74 Service Fund, and then the Grant Fund. In terms of the Food Service Fund, they are working for
75 it to be self-sufficient, and it is the General Fund that will drive the tax rate.

76 He then reviewed the Budget by the Advisory Finance Committee. It is sorted a different way,
77 however, one of the biggest line items as you can see is Special Education.

78 Souhegan Cooperative School Board Member, Mr. David Chen, commented that he will be
79 discussing Enrollment and Cost Per Pupil.

80 He added that in the past they have used the Cohort Method, for forecasting enrollment. They
81 have found a volunteer and he has made a projections using housing sales, birth rates, etc.

82 Mr. Chen added that this is the curve that they will be following.

83 The Cost Per Pupil projection is a function of the State mandate. They used to be one of the
84 highest in the State and they have made big strides against it. The State average in FY' 20 is
85 \$16,600 and that it is growing faster. Souhegan's CPP is \$ \$20,849 (per student) in FY' 20.

86 He then asked SAU #39 Business Administrator, Ms. Michele Croteau, for a forecast.

87 Ms. Croteau replied approx. \$21,700 and that is a rough estimate.

88 Mr. Chen then reviewed position changes. He added that they had to increase their Special
89 Education Paraprofessionals and were well aware of that change.

90 As they find out the enrollments in different classes, they will make adjustments with the Master
91 Schedule.

92 He then reviewed the Default Budget Calculation, which is driven by State Formula. The
93 difference between the Proposed and the Default Budget is \$5,756.00. When you drive the
94 proposed budget down, it has become closer to the default budget.

95 Souhegan Cooperative Board Member, Mr. Steve Coughlan, noted that he will speak to Warrant
96 Article #3, PPC Agreement (Personnel Policies Committee).

97 **Warrant Article #3. PPC Agreement**

98 ***Shall the Souhegan Cooperative School District vote to approve the costs included in the***
99 ***agreement between the Souhegan Cooperative School Board and the professional and support***
100 ***staff of Souhegan Cooperative High School which calls for the following increases in salaries***
101 ***and benefits at current staffing levels:***

	<i>Fiscal Year</i>	<i>Estimated Increase</i>
102	<i>2020-2021</i>	<i>\$299,102</i>
103	<i>2021-2022</i>	<i>\$298,994</i>
104	<i>2022-2023</i>	<i>\$298,133</i>

106 **2023-2024** **\$298,656**

107 *and further to raise and appropriate the sum two hundred and ninety-nine thousand, one*
 108 *hundred and two dollars (\$299,102) for the 2020-2021 fiscal year, such sum representing the*
 109 *additional costs attributable to the increase in salaries and benefits over those that would be*
 110 *paid at current staffing levels?*

111 ***Majority vote required***

112 The last agreement was two years ago and they are presenting to you tonight, and on the ballot, a
 113 4-year agreement with the Professional and Support Staff. These are estimated costs. They take
 114 the circumstances that they know at this moment in time. It is safe to say that these are the worst
 115 case costs.

116 The bottom line is that it is a pretty level increase. It was a deliberate effort, in part, by all of the
 117 parties to come to something that was fair to the staff and taxpayers. It is a 4-year agreement and
 118 if approved, will level it out the contracts.

119 It balances out some discrepancies and the biggest driver is Professional Staff. Paraprofessionals
 120 are a smaller portion and are paid less. This allows for higher increases to be comparable to other
 121 districts. They will still be behind but will be closer.

122 There is no change in the health insurance plans that are offered and that is the highest
 123 percentage in the SAU.

124 Souhegan Cooperative Board Member, Ms. Amy Facey, then reviewed the Capital Maintenance
 125 Plan Warrant.

126 **Capital Maintenance Plan Warrant Article #4**

127 *“To see if the Souhegan Cooperative School District will vote to raise and appropriate the sum*
 128 *of one hundred thousand dollars (\$100,000) to be added to the School Maintenance*
 129 *Expendable Trust Fund previously established in March 2005?*

130 ***Majority vote required”***

131 She then discussed that they had a Capital Needs Assessment done by On Site Insight.

132 She added that there are extreme variations and that makes for a less than desirable impact. She
 133 then explained the 5-year funding plan for Capital Projects from the Capital Needs Assessment.

134 Ms. Facey added that this a snapshot of the next 20-year plan.

135 She then summarized the Capital Maintenance Plan.

- 136 • Completed a comprehensive Capital Needs Assessment for both the Souhegan and
- 137 Amherst School Districts.
- 138 • Established a Year-by-Year Plan for Capital Needs projected over the next 20 years.
- 139 • Determined the annual funding required to execute these projects, while creating a
- 140 consistent tax impact.

- 141 • Amherst and Souhegan coordinating annual tax impact of approximately \$650K total
142 increasing with the CPI.

143 What they are proposing:

- 144 • An annual Warrant Article to fund the Expendable Trust Fund (ETF) for Capital Needs
145 projects
146 • Complete projects each year in accordance with the Capital Needs Assessment and Year-
147 by-Year Plan
148 ○ With potential adjustments made as needed (based on state of systems to be
149 replaced, emergency repairs, etc.)

150 Chairman Manning then summarized the Public Hearing noting the Budget Goals:

- 151 1. Pass a budget that supports our continued strategic efforts
152 2. Support 4-year teacher agreement that solves competitive imbalances
153 3. Pass the first year of a 20-year plan to support a capital maintenance plan

154

155 Warrant Articles:

- 156 1. Budget: \$18,377,407 (Default of \$18,371,651)
157 2. PPC Agreement: \$299,102
158 3. Capital Maintenance: \$100,000

159

160 He then opened it up to Public Comment

161

162 II. Public Comment

163 Mr. Joel Gordon, 7 Steeple Lane, Amherst NH, asked about the Capital Maintenance Budget
164 proposal.

165 Ms. Facey added that the concept is that they have enough money to use for projects and to
166 maintain a balance.

167 Mr. Gordon asked about the \$500,000, per year. He asked if it gets spent in that year and if it
168 was an ongoing maintenance expense.

169 Ms. Facey replied that this is just year one and Amherst will request their own and it will go on
170 the ballot.

171 Mr. Gordon then asked about the PPC Agreement. Was that incorporated into the default budget
172 member.

173 Mr. Coughlan replied, no. It was not adopted by the voters

174 Mr. Gordon added that it does not feel quite right and the voters do not have a lot of say in what
175 will happen next year one way or another.

176 Mr. Manning added that they do not have a Town meeting and they are an SB2 Town.

177 He added the default calculation is cut and dry and the other piece is that this year, they really cut
178 deep into the budget this year. They did not know that they were going to have this PPC
179 agreement. He added that they got the proposed budget down as much as they could.

180 Mr. Coughlan mentioned that he was here for the original SB2 discussions and the SB2 law was
181 put into place in districts where expenditures are growing. It gives voters a real choice and the
182 cuts come on both sides. He added that they have made the choice and it is low.

183 Ms. Ellen Grudzien, ASB Member/ 18 Buckridge Drive, Amherst NH, asked about the Capital
184 Investment and more detail that Mr. Gordon is looking for. She then asked for greater
185 clarification for the taxpayers.

186 Ms. Facey replied that it is a 5-year funding plan and they have determined. It is based on the
187 Capital Needs Assessment.

188 Mr. Howard Brown, 2 Blood Road, Mont Vernon, NH, asked about the Capital Needs
189 Assessment. He then asked if it has to be a posted meeting.

190 Ms. Facey responded that they are trying to be proactive and that is why they have had the
191 Capital Needs Assessment completed.

192 Mr. Manning further added that they know that they are having issues and that the fact that their
193 elementary schools are not accommodating their students. The school needs a lot of work.

194 Mr. Brown asked about the amount in the fund.

195 Ms. Croteau replied that they have the amount of \$249,135, at the end of November.

196 Mr. Brown then asked about the default budget and if it does not pass.

197 Mr. Manning replied. Yes.

198 Mr. Dwayne Purvis, 145 Hollis Road, Amherst NH, asked about the school maintenance and
199 returning money and if there was an excess. He then asked what is changed this year, and why
200 was it necessary not to make it and if there were things that needed to be fixed.

201 Mr. Manning asked for greater clarification on Mr. Purvis's question.

202 Mr. Purvis added that in the past there was a surplus.

203 Mr. Coughlan replied that the large surplus, Unexpended Fund Balance, was not anticipated at
204 the time that they wrote the warrant articles for last year's voting. Additionally, a large chunk of
205 that money was not expendable.

206 He then explained that they have a capital expenditure plan. They want to raise \$650k across the
207 two districts, so there is a constant tax impact to the voters. Some years there will be greater
208 needs at Souhegan and then other years where it will be Amherst. The whole point of this is to
209 level the tax impact for the taxpayers.

210 Ms. Jeanne Ludt, SAFC Member/ 3 School Street, Amherst NH, requested information about the
211 approx. \$500k in reductions. She commented that she is very concerned about what kind of
212 impact it will have to deliver curriculum and services to their students. She is struggling with
213 that.

214 Chairman Manning replied that part of the impetus for that is that they felt like their teachers
215 needed a raise over ten years. Those are the teachers of the future. He then asked if they are
216 getting the greatest level of efficiency, in scheduling, course offerings, etc.

217 He added that with the PPC agreement looming, they began looking at greater efficiencies.

218 Superintendent Steel explained the early retirement incentive.

219 Ms. Stephanie Grund, 5 Colonel Wilkins Road, Amherst NH, inquired about the Capital
220 Maintenance Budget. She emphasized that they have students taking advanced classes in 25-
221 year-old Science Labs and that something has to be done.

222 Superintendent Steel agreed with Ms. Grund. He then added that the Capital Maintenance Plan is
223 to maintain their facilities. Improvements are what they are discussing with the SAU #39
224 Facilities Committee. The Board has charged him to put together a list of projects if surplus
225 exists. For him, the number one priority at SHS are the Science Labs.

226 Ms. Grund then asked if they are looking at software purchases, Professional Development, etc.

227 Mr. Steel replied, that the nuanced answer is no, however, they are doing it in the minds set of
228 where they are going.

229 Mr. Coughlan added that the PPC agreement has an additional clause for Professional
230 Development, with no specific cost.

231 Mr. Brown added that going forward they have to set up their meetings so that they are
232 conflicting with Amherst. He then asked to schedule the Public Hearings on a different day so
233 that they can extend the meeting.

234 Mr. Anthony Nino, 0 Willow Lane, Amherst NH, remarked that he appreciates seeing the
235 savings and then asked where did they come from. He added that he would like to see that \$1.3m
236 in savings listed publically.

237 Mr. Manning replied that they had overestimated Special Education costs. He further explained
238 that they planned to have more students then did not. He then clarified that the \$1.3m in savings
239 belongs to the taxpayers.

240 III. Public Hearing Adjourned

241 **Chairman Manning closed the Public Hearing at 7:10 PM.**

242

243

Souhegan Cooperative School Board

Wednesday, January 8th, 2020

Consent Agenda Item #2

Meeting Minutes- Not Approved

Attendees:

Administrative Team: Christine Landwehrle- Assistant Superintendent

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

Public: None

I. Call to Order

Chair of the SCSB, Mr. Jim Manning called the meeting to order at 7:22PM.

The Public Hearing began at 6:00 PM and closed at 7:10PM. A follow-up Board Meeting which finalized the discussion moved from the SHS Theatre to Souhegan High School Offices at 7:22 PM.

Agenda Topics include:

- Voting on language for Deliberative Session
- Retirement

Mr. Manning read Operating Budget, Article #2: (directly from slide at Public Hearing)

“Shall the Souhegan Cooperative School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling eighteen million, three hundred seventy-seven thousand, four hundred and seven dollars (\$18,377,407)? Should this article be defeated, the default budget shall be eighteen million, three seventy-one thousand, six hundred and fifty-one dollars (\$18,371,651), which is the same as last year, with certain adjustments required by previous action of the Souhegan Cooperative School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only?

Majority vote required.”

Mr. Pim Grondstra Motioned to approve presenting this Operating Budget, Article #2 Warrant Article at the Deliberative Session. Mr. Steve Coughlan seconded. No discussion. The motion passed unanimously (6-0).

44 Mr. Manning read Article #3, PPC Agreement: (directly worded from slide show of Public
45 Hearing)

46
47 *“Shall the Souhegan Cooperative School District vote to approve the costs included in the*
48 *agreement between the Souhegan Cooperative High School Board and the professional and*
49 *support staff of Souhegan Cooperative High School which calls for the following increases in*
50 *salaries and benefits at current staffing levels:*

<u>Fiscal Year</u>	<u>Estimated Increase</u>
2020-2021	\$299,102
2021-2022	\$298,994
2022-2023	\$298,133
2023-2024	\$298,656

51
52
53
54
55
56
57
58 *And further to raise and appropriate the sum two hundred and ninety-nine thousand, one*
59 *hundred and two dollars (\$299,102) for the 2020-2021 fiscal year, such sum representing the*
60 *additional costs attributable to the increase in salaries and benefits over those that would be*
61 *paid at current staffing levels?*

62
63 *Majority vote required.”*

64
65 **Mr. Pim Grondstra motioned to present the PPC Agreement, Article #3, in the Deliberative**
66 **Session. Mr. Steve Coughlan seconded.**

67
68 Discussion ensued.

69
70 Mr. Chen remarked that he would like the agreement to be reviewed for strategic direction. He
71 then asked if the PPC agreement adequately rewards teachers for masters’ degrees to support
72 dual enrollment classes (SAU Strategic Vision). He also asked if there were existing funds to
73 add incentives, and if they plan to meet dual enrollment with staff.

74
75 He then commented that they should not delay for four years to support vision with PPC
76 agreement.

77
78 Mr. Manning replied that Dual Enrollment is of strategic importance. They need masters level
79 teachers. He then asked if they have flexibility to hire and support.

80
81 Mr. Chen mentioned that he believes that about 10 teachers currently have dual enrollment
82 qualifications.

83
84 SAU #39 Assistant Superintendent, Ms. Christine Landwehrle, discussed that Southern New
85 Hampshire University (SNHU) does a transcript review for dual enrollment. Not necessarily a
86 full Master’s degree in content area is required by SNHU. Ms. Jess Tremblay took classes, etc.,
87 but not a full Master’s degree. 13 teachers are taking SNHU masters in Competency Based
88 Education (CBE). Teachers were compensated with the current PPC agreement to participate
89 and the Tuition Reimbursement line was raised by \$10k to help support teachers.

90
 91 Mr. Coughlan added that the new PPC Agreement has reimbursement incentives.
 92
 93 Ms. Taylor asked Ms. Landwehrle if SNHU was part of Running Start.
 94
 95 Ms. Landwehrle replied, no.
 96
 97 Ms. Taylor mentioned that Running Start requires a teacher to hold a Masters in in one’s field,
 98 rather than in education. SNHU is a private company which does not require a teacher to hold a
 99 Masters in one’s subject. (SNHU does not meet the requirements of Running Start dual
 100 enrollment.)
 101
 102 Ms. Landwehrle stated that teachers are motivated to take the professional agreement.
 103
 104 Mr. Manning commented that he understands that the PPC agreement can be adjusted.
 105
 106 Mr. Coughlan remarked that they don’t need voters’ approval unless a change in the dollar
 107 amount occurs with PPC agreement.
 108
 109 Ms. Landwehrle noted that Superintendent Steel is working on fully embedding the process. She
 110 and Mr. Steel have been meeting with administration from SNHU. SNHU is reviewing our
 111 studies in order to help give more college credit for classes.
 112
 113 Ms. Facey asked what were the target dates as part of the Strategic Vision.
 114
 115 Mr. Manning asked how much can staff take. The Anchoring Adult piece is being figured out.
 116 He then inquired if it would be too aggressive to expect 2026 rollout for dual enrollment with
 117 SNHU.
 118
 119 **Mr. Pim Grondstra motioned to present the PPC Agreement, Article #3, in the Deliberative**
 120 **Session. Mr. Steve Coughlan seconded. The vote was unanimous, motion passed. (6-0).**
 121
 122 Mr. Manning then read Article #4 Capital Maintenance Plan (from Public Hearing slides)
 123
 124 ***“Article 4***
 125
 126 ***To see if the Souhegan Cooperative School District will vote to raise and appropriate the sum***
 127 ***of one hundred thousand dollars (\$100,000) to be added to the School Maintenance***
 128 ***Expendable Trust Fund previously established in March 2005?***
 129
 130 ***Majority vote required.”***
 131
 132 **Mr. Grondstra motioned to include Capital Maintenance Plan, Article #4 in the**
 133 **Deliberative Session. Mr. Coughlan seconded the motion.**
 134
 135 Discussion ensued.

136
137 Mr. Chen mentioned various options available to raise funds. Money can be in a Capital Fund,
138 bond or can also pass once and get added each year.
139
140 Mr. Coughlan thought this was from RSA 32:7.
141
142 Mr. Chen remembered this as requiring a super majority vote (60%) and turns this into default
143 budget.
144
145 Mr. Coughlan mentioned that this can add for five years ahead, if voted once. This can work like
146 a reverse bond for expected expenses.
147
148 Mr. Manning asked, what is the benefit to the Town.
149
150 Mr. Chen added you only vote once.
151
152 Mr. Coughlan replied the money can only be spent of specific projects or returned unspent to
153 taxpayers after 5 years.
154
155 Mr. Chen asked what if the warrant article fails, can contingent articles can be added.
156
157 **Mr. Grondstra motioned to include Capital Maintenance Plan, Article #4 in the**
158 **Deliberative Session. Mr. Coughlan seconded the motion. The vote was unanimous, motion**
159 **passed (6-0).**
160
161 Mr. Chen asked what happens if people donate to schools, would that money go back to
162 taxpayers.
163
164 Ms. Taylor noted that the Amherst Community Foundation can accept gifts.
165
166 Mr. Chen mentioned that donations for the Turf Field were sent to the Amherst Community
167 Foundation.
168
169 Mr. Manning commented that the Locker Room repairs can be solved with a football booster
170 fundraiser which can raise money. They can also expend from the Souhegan Fund.
171
172 Ms. Facey asked if a Deliberative Session Planning Meeting was on Monday, Jan 27th.
173
174 Ms. Landwehrle added calendars were adjusted earlier.
175
176 Ms. Facey suggested that they have a meeting to prepare.
177
178 II. Non- Public Session
179
180 **Mr. Grondstra motioned to enter into Non-Public Session RSA 91-A:3, II (a) at 7:50PM.**
181 **Mr. Coughlan seconded. The vote was unanimous, motion passed. (6-0)**

182
 183 **Mr. Manning called a Roll Call: Facey-Yes, Coughlan-Yes, Grondstra- Yes, Chen -Yes,**
 184 **Taylor-Yes, and Manning-Yes**

185
 186 **Mr. Grondstra motioned to exit Non-Public Session RSA 91-A:3, II (a) at 8:10 PM. Mr.**
 187 **Coughlan seconded. The vote was unanimous, motion passed. (6-0)**

188 **Mr. Manning called a Roll Call: Facey-Yes, Coughlan-Yes, Grondstra- Yes, Chen -Yes,**
 189 **Taylor-Yes, and Manning-Yes**

190
 191 **Mr. Coughlan motioned to accept the resignation of 3 employees to be paid retirement**
 192 **incentives. The Board appreciates their years of service. Mr. Grondstra seconded the**
 193 **motion. Mr. Michael Facques, Ms. Kathleen White, and Ms. Rhonda Pisani were provided**
 194 **incentives. The vote was unanimous, motion passed (6-0).**

195
 196 **Mr. Coughlan motioned to accept the resignation of 2 additional employees to be paid**
 197 **retirement incentives. The Board appreciates their years of service. Mr. Grondstra**
 198 **seconded. Ms. Kathleen Desmond and Mr. John Young will be paid incentives from an**
 199 **Unfunded Retirement Benefit Expendable Trust Fund. The vote was unanimous, motion**
 200 **passed (6-0).**

201
 202 Mr. Coughlan stated once voted on, resignations are non-revocable.

203
 204 **Mr. Coughlan motioned to accept the resignation of 2 employees with regular retirement.**
 205 **Mr. Stan St. Onge and Ms. Maureen Hicks will retire with regular retirement. Mr.**
 206 **Grondstra seconded the motion. The vote was unanimous, motion passed (6-0).**

207
 208 III. Meeting Adjourned

209
 210 **Ms. Facey motioned to adjourn the meeting at 8:17PM. Mr. Grondstra seconded the**
 211 **motion. The vote was unanimous, motion passed. (6-0)**

Souhegan Cooperative School District Treasurer Report

November-2019 Consent Agenda Item #3

Souhegan Cooperative School District		
Monthly Report of the Treasurer		
as of 11/30/2019		
Cash on hand	11/1/2019	\$1,726,265.61
Deposits		\$1,760,916.39
AP-PR		(\$1,417,404.32)
Balance on hand	11/30/2019	\$2,069,777.68

Capital Checking		
as of 11/30/2019		
Cash on hand	11/1/2019	\$8,097.49
Deposits		\$2.58
AP-PR		
Balance on hand	11/30/2019	\$8,100.07

Field Maintenance Checking		
as of 11/30/2019		
Cash on hand	11/1/2019	\$37,937.47
Deposits		\$0.00
AP-PR		\$0.00
Balance on hand	11/30/2019	\$37,937.47

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

Souhegan Cooperative School District
 Monthly Reconciliation Report
 Combined Accounts

November-19	Peoples United	Peoples United	Peoples United	
	*1925	*9527	*5661	TOTAL
	Cash Management	Municipal Checking	Municipal Savings	
11/30/2019	\$157,582.72	\$68,000.00	\$2,382,769.67	\$2,608,352.39
Outstanding Checks: (subtract)				
a) Accounts Payable		\$(165,100.21)		
b) Payroll		\$(373,474.50)		
c) Payroll Direct Deposit & IRS				
Total Outstanding		\$(538,574.71)		\$(538,574.71)
Reconciled Book Balance				\$2,069,777.68
Balance from Treasurer's Journal				\$2,069,777.68
				-

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

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
11/1/2019	Beginning Balance					\$1,726,265.61
11/1/2019	Town of Amherst	\$1,011,112.00	11/12/2019	Payroll Direct Deposit pp10 v6246	(\$235,411.71)	\$2,501,965.90
11/1/2019	State of NH Adequate Education	\$322,854.00	11/12/2019	Payroll Direct Deposit pp10 v6247	(\$41,420.15)	\$2,783,399.75
11/13/2019	State of NH Project Reimbursement	\$14,812.87	11/25/2019	Payroll Direct Deposit pp11 v6252	(\$239,357.95)	\$2,558,854.67
11/29/2019	State of NH Tuition and Transport	\$2,442.80	11/25/2019	Payroll Direct Deposit pp11 v6253	(\$41,261.43)	\$2,520,036.04
11/29/2019	State of NH Project Reimbursement	\$857.95	11/14/2019	Payroll IRS pp10 v6249	(\$42,211.38)	\$2,478,682.61
11/13/2019	Deposit	\$254,969.16	11/27/2019	Payroll IRS pp11 v6255	(\$43,812.27)	\$2,689,839.50
11/26/2019	Deposit	\$132,151.32	11/15/2019	Payroll 457 pp10 v6248	(\$6,493.35)	\$2,815,497.47
			11/29/2019	Payroll 457 pp11 v6254	(\$6,018.43)	\$2,809,479.04
			11/26/2019	Payroll Mass DOR v6251	(\$1,242.14)	\$2,808,236.90
			11/14/2019	Payroll pp10 v10 ck3069182-3069196	(\$7,544.42)	\$2,800,692.48
			11/27/2019	Payroll pp11 v11 ck3069269-3069289	(\$12,739.83)	\$2,787,952.65
			11/14/2019	Payroll pp10 v6250 ck3069197-3069198	(\$1,076.25)	\$2,786,876.40
			11/27/2019	Payroll pp11 v6256 ck3069290-3069291	(\$1,045.00)	\$2,785,831.40
			11/27/2019	Payroll v6257 ck3069292-3069295	(\$359,640.93)	\$2,426,190.47
						\$2,426,190.47
						\$2,426,190.47
						\$2,426,190.47
			11/7/2019	A/P v1739 ck3069119-3069181	(\$195,836.49)	\$2,230,353.98
			11/21/2019	A/P v1740 ck3069199-3069268	(\$179,711.32)	\$2,050,642.66
			11/18/2019	Forged check cleared on account	(\$2,439.04)	\$2,048,203.62
						\$2,048,203.62
						\$2,048,203.62
						\$2,048,203.62
						\$2,048,203.62
11/30/2019	November Credit Card transactions	\$12,147.00				\$2,060,350.62
11/30/2019	November Food Service	\$8,023.70				\$2,068,374.32
						\$2,068,374.32
			11/4/2019	Authorize.net credit card fees for Oct	(\$18.10)	\$2,068,356.22
11/30/2019	November Interest - Cash Management	\$180.01	11/4/2019	Vantiv Credit Card fees for Oct MM-303	(\$77.20)	\$2,068,459.03
11/30/2019	November Interest - Municipal Savings	\$1,365.58	11/12/2019	Merchant Services fees for Oct BIPUMFIN	(\$46.93)	\$2,069,777.68
11/30/2019	Ending Balances	\$1,760,916.39			(\$1,417,404.32)	\$2,069,777.68
				Payroll Debits	(\$657,228.81)	
				Payroll Checks	(\$382,046.43)	
				AP Checks	(\$377,986.85)	
				Other Debits	(\$142.23)	

SCSD Treasurer's Report
Unreconciled Check Register

Uncleared Transactions
SCSD Checking 9527

Num	Date	Payee	C Memo Category	Amount
Expense Categories				
Payroll Ded				
3069290	11/27/2019	COMMONWEALTH OF MASSACHUSETTS	6256 Payroll Ded	(\$100.00)
3069291	11/27/2019	HEALTHTRUST, INC.	6256 Payroll Ded	(\$945.00)
3069292	11/27/2019	HAMPSHIRE HILLS	6257 Payroll Ded	(\$1,263.43)
3069293	11/27/2019	HEALTHTRUST, INC.	6257 Payroll Ded	(\$202,554.13)
3069294	11/27/2019	MONY LIFE INSURANCE COMPANY OF A	6257 Payroll Ded	(\$4,253.59)
3069295	11/27/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6257 Payroll Ded	(\$151,569.78)
Total Payroll Ded				(\$360,685.93)
Payroll				
3069110	10/31/2019	Sullivan, Claire M	9 Payroll	(\$30.14)
3069111	10/31/2019	Tom, Vincent J.	9 Payroll	(\$388.29)
3069182	11/14/2019	Chistolini, Samuel K.	10 Payroll	(\$66.95)
3069188	11/14/2019	Petrella, Robert A.	10 Payroll	(\$92.35)
3069195	11/14/2019	Tom, Vincent J.	10 Payroll	(\$1,162.89)
3069269	11/27/2019	April, Sharron L	11 Payroll	(\$369.40)
3069270	11/27/2019	Chistolini, Samuel K.	11 Payroll	(\$66.95)
3069271	11/27/2019	Ciotti, Jenny L	11 Payroll	(\$179.32)
3069272	11/27/2019	Foulks, Lucienne	11 Payroll	(\$230.87)
3069273	11/27/2019	Hargreaves, Shannon R	11 Payroll	(\$36.94)
3069274	11/27/2019	Knapp, Thomas D.	11 Payroll	(\$92.35)
3069275	11/27/2019	Krawiecki, Andrew W	11 Payroll	(\$184.70)
3069276	11/27/2019	Marotta, Danae A.	11 Payroll	(\$207.79)
3069277	11/27/2019	Petrella, Robert A.	11 Payroll	(\$184.70)
3069278	11/27/2019	Shepherd, Annie	11 Payroll	(\$179.32)
3069279	11/27/2019	Skinner, Rafael U.	11 Payroll	(\$184.70)
3069280	11/27/2019	Stover, Jennifer S.	11 Payroll	(\$2,197.18)
3069281	11/27/2019	VASSAR, RICHARD	11 Payroll	(\$377.82)
3069282	11/27/2019	Withers, Julia E.	11 Payroll	(\$344.02)
3069283	11/27/2019	Conley, Lynda A.	11 Payroll	(\$1,623.74)
3069284	11/27/2019	Drinkwater, Nicholas	11 Payroll	(\$710.84)
3069285	11/27/2019	Mandrioli, John Daniel	11 Payroll	(\$1,421.18)
3069287	11/27/2019	Sullivan, Claire M	11 Payroll	(\$13.39)
3069288	11/27/2019	Tom, Vincent J.	11 Payroll	(\$388.29)
3069289	11/27/2019	Whelan, Sean M	11 Payroll	(\$2,054.45)
Total Payroll				(\$12,788.57)
Expense!				
3068274	6/13/2019	BARLOW, CHERYL	1727 Expense!	(\$58.70)
3068439	6/25/2019	THENIN, MICHEL	1728 Expense!	(\$21.95)
3068647	8/15/2019	EXTREME NETWORKS, INC.	1733 Expense!	(\$1,210.20)
3068762	9/12/2019	Berger, Natalie J.	1735 Expense!	(\$66.77)
3068991	10/10/2019	TOADSTOOL BOOKSHOP	1737 Expense!	(\$1,058.25)
3069069	10/24/2019	LOCKITT, ALISON	1738 Expense!	(\$422.50)
3069072	10/24/2019	MUELLER-NORTHCOTT, JULIANNE	1738 Expense!	(\$933.32)
3069083	10/24/2019	Paul, Pamela	1738 Expense!	(\$90.00)
3069120	11/7/2019	ALL OF US, LLC	1739 Expense!	(\$600.00)
3069132	11/7/2019	DATAFINCH TECHNOLOGIES	1739 Expense!	(\$214.41)
3069136	11/7/2019	Driscoll, Kelly L.	1739 Expense!	(\$110.00)
3069165	11/7/2019	REYNOLDS, JENNA	1739 Expense!	(\$450.00)

SCSD Treasurer's Report
Unreconciled Check Register

3069199	11/21/2019 2-WAY COMMUNICATIONS, INC	1740 Expense!	(\$12,915.00)
3069200	11/21/2019 AAA PUMP SERVICE INC.	1740 Expense!	(\$700.00)
3069201	11/21/2019 AMHERST AUTOWORKS	1740 Expense!	(\$352.80)
3069202	11/21/2019 AT&T MOBILITY LLC	1740 Expense!	(\$69.12)
3069203	11/21/2019 ATLANTIC GOLF & TURF, LLC	1740 Expense!	(\$10,386.00)
3069204	11/21/2019 BELLAVANCE BEVERAGE COMPANY, INC	1740 Expense!	(\$1,353.10)
3069205	11/21/2019 BERNSTEIN, SHUR, SAWYER & NELSON	1740 Expense!	(\$3,090.00)
3069206	11/21/2019 BUTLER'S BUS SERVICE, INC.	1740 Expense!	(\$1,107.83)
3069207	11/21/2019 CANON SOLUTIONS AMERICA, INC.	1740 Expense!	(\$464.03)
3069208	11/21/2019 CARING HANDS TRANSPORTATION LLC	1740 Expense!	(\$1,306.00)
3069209	11/21/2019 CCS PRESENTATION SYSTEMS	1740 Expense!	(\$1,229.00)
3069210	11/21/2019 CENTRAL PAPER PRODUCTS CO.	1740 Expense!	(\$537.63)
3069211	11/21/2019 CONSOLIDATED COMMUNICATIONS, INC	1740 Expense!	(\$38.04)
3069212	11/21/2019 CROTCHED MOUNTAIN REHABILITATION	1740 Expense!	(\$25,225.72)
3069213	11/21/2019 CROWN TROPHY	1740 Expense!	(\$98.90)
3069214	11/21/2019 DC SLOCOMB COMPANY, LLC	1740 Expense!	(\$1,155.00)
3069215	11/21/2019 DC TIRE SERVICE LLC	1740 Expense!	(\$45.00)
3069216	11/21/2019 DEMOULAS SUPERMARKETS, INC.	1740 Expense!	(\$122.36)
3069217	11/21/2019 ELECTRICAL SUPPLY OF MILFORD	1740 Expense!	(\$729.09)
3069218	11/21/2019 EVERSOURCE	1740 Expense!	(\$16,411.98)
3069219	11/21/2019 F.W.WEBB COMPANY	1740 Expense!	(\$4,018.39)
3069220	11/21/2019 FANTINI BAKING COMPANY	1740 Expense!	(\$67.08)
3069221	11/21/2019 FLINN SCIENTIFIC INC.	1740 Expense!	(\$1,923.50)
3069222	11/21/2019 GARVEY, PAULA	1740 Expense!	(\$111.22)
3069223	11/21/2019 GRAINGER	1740 Expense!	(\$85.00)
3069224	11/21/2019 GRAY CONSULTING AND THERAPY, LLC	1740 Expense!	(\$845.30)
3069225	11/21/2019 GRELLA & SON LANDSCAPING	1740 Expense!	(\$425.00)
3069226	11/21/2019 HERSHEY ICE CREAM	1740 Expense!	(\$276.00)
3069227	11/21/2019 HILLYARD-MANCHESTER	1740 Expense!	(\$261.14)
3069228	11/21/2019 HM RECEIVABLES CO., LLC	1740 Expense!	(\$2,322.50)
3069229	11/21/2019 HP HOOD LLC	1740 Expense!	(\$169.31)
3069230	11/21/2019 IMPACT APPLICATIONS INC.	1740 Expense!	(\$875.00)
3069231	11/21/2019 INTERIM HEALTH CARE	1740 Expense!	(\$120.00)
3069232	11/21/2019 JACKSON LEWIS P.C.	1740 Expense!	(\$9,272.70)
3069233	11/21/2019 JAMES COLLINS INC	1740 Expense!	(\$2,330.00)
3069234	11/21/2019 JP PEST SERVICES, INC	1740 Expense!	(\$112.40)
3069235	11/21/2019 LIBERTY PCS	1740 Expense!	(\$3,045.00)
3069236	11/21/2019 LIGHTHOUSE SCHOOL, INC.	1740 Expense!	(\$9,338.22)
3069237	11/21/2019 LOCKITT, ALISON	1740 Expense!	(\$520.00)
3069238	11/21/2019 LOWE'S	1740 Expense!	(\$732.90)
3069240	11/21/2019 MUSIC & ARTS CENTERS	1740 Expense!	(\$1,106.26)
3069241	11/21/2019 NASHUA CENTER FOR THE MULTIPLY	1740 Expense!	(\$1,200.00)
3069242	11/21/2019 NASHUA OUTDOOR POWER EQUIPMENT &	1740 Expense!	(\$8.00)
3069243	11/21/2019 NATIVE MAINE PRODUCE AND SPECIAL	1740 Expense!	(\$588.21)
3069244	11/21/2019 NCS PEARSON INC.	1740 Expense!	(\$651.45)
3069245	11/21/2019 PARKER EDUCATION	1740 Expense!	(\$7,042.86)
3069246	11/21/2019 PENNICHUCK WATER WORKS, INC.	1740 Expense!	(\$1,985.00)
3069247	11/21/2019 PERFORMANCE FOOD GROUP	1740 Expense!	(\$4,742.70)
3069248	11/21/2019 PIONEER MANUFACTURING COMPANY	1740 Expense!	(\$165.00)
3069249	11/21/2019 PISANI, RHONDA	1740 Expense!	(\$165.00)
3069250	11/21/2019 REGIONAL SERVICES EDUCATION CEN	1740 Expense!	(\$1,101.73)
3069251	11/21/2019 ROSEN PUBLISHING AND POWERKIDS P	1740 Expense!	(\$595.00)
3069252	11/21/2019 RPF ENVIRONMENTAL INC.	1740 Expense!	(\$2,300.00)
3069253	11/21/2019 SANEL AUTO PARTS #31	1740 Expense!	(\$62.65)
3069255	11/21/2019 SOUHEGAN HIGH SCHOOL - SHS ACTIV	1740 Expense!	(\$6,000.00)
3069256	11/21/2019 SOULE, LESLIE, KIDDER	1740 Expense!	(\$875.00)
3069257	11/21/2019 STADIUM SYSTEM, INC.	1740 Expense!	(\$644.50)
3069258	11/21/2019 SUMMIT SUPPLY	1740 Expense!	(\$355.66)
3069259	11/21/2019 TATE, HOLLY	1740 Expense!	(\$219.99)

SCSD Treasurer's Report
Unreconciled Check Register

3069260	11/21/2019 THE COPY SHOP	1740 Expense!	(\$75.00)
3069261	11/21/2019 THE COUNTY STORE, INC.	1740 Expense!	(\$165.90)
3069262	11/21/2019 TOWN OF AMHERST- DEPT. OF PUBLIC	1740 Expense!	(\$95.93)
3069263	11/21/2019 TRANE	1740 Expense!	(\$956.55)
3069264	11/21/2019 UNITED REFRIGERATION, INC	1740 Expense!	(\$2,387.89)
3069265	11/21/2019 W.B. MASON CO., INC	1740 Expense!	(\$1,209.43)
3069266	11/21/2019 WADLEIGH, STARR & PETERS, P.L.L.	1740 Expense!	(\$10,544.25)
3069267	11/21/2019 WILSON, GEOFFREY	1740 Expense!	(\$257.24)
3069268	11/21/2019 YOGIBO, LLC	1740 Expense!	(\$175.65)
Total Expense!			(\$165,100.21)
Total Expense Categories			(\$538,574.71)
Grand Total			(\$538,574.71)

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					\$-00
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
6/30/2019	Closing Balance					\$37,937.47
7/31/2019	Closing Balance					\$37,937.47
8/31/2019	Closing Balance					\$37,937.47
9/30/2019	Closing Balance					\$37,937.47
10/31/2019	Closing Balance					\$37,937.47
11/30/2019	Closing Balance					\$37,937.47

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
FY20	7/31/2019	Interest			\$3.65		\$8,087.78
FY20	7/31/2019	Closing Balance					\$8,087.78
FY20	8/31/2019	Interest			\$3.33		\$8,091.11
FY20	8/31/2019	Closing Balance					\$8,091.11
FY20	9/30/2019	Interest			\$3.30		\$8,094.41
FY20	9/30/2019	Closing Balance					\$8,094.41
FY20	10/31/2019				\$3.08		\$8,097.49
FY20	10/31/2019	Closing Balance					\$8,097.49
FY20	11/30/2019				\$2.58		\$8,100.07
FY20	11/30/2019	Closing Balance					\$8,100.07

DATE	TERMINAL ID	NET PRESENTED	REJECTS	NONSETTLED NET SALES	ADJUSTED NET SALES	FEEES	CHARGEBACKS/ ADJUSTMENTS	NET POSITION	MM-303
10/31/2019	SUMMARY	\$94.00	\$-00	\$-00	\$94.00	\$(77.20)	\$-00	\$16.80	In November bank
11/2/2019	SUMMARY	\$100.00	\$-00	\$-00	\$100.00	\$-00	\$-00	\$100.00	
11/3/2019	SUMMARY	\$282.00	\$-00	\$-00	\$282.00	\$-00	\$-00	\$282.00	
11/4/2019	SUMMARY	\$338.00	\$-00	\$-00	\$338.00	\$-00	\$-00	\$338.00	
11/5/2019	SUMMARY	\$282.00	\$-00	\$-00	\$282.00	\$-00	\$-00	\$282.00	
11/6/2019	SUMMARY	\$394.00	\$-00	\$-00	\$394.00	\$-00	\$-00	\$394.00	
11/7/2019	SUMMARY	\$707.00	\$-00	\$-00	\$707.00	\$-00	\$-00	\$707.00	
11/8/2019	SUMMARY	\$1,446.00	\$-00	\$-00	\$1,446.00	\$-00	\$-00	\$1,446.00	
11/9/2019	SUMMARY	\$250.00	\$-00	\$-00	\$250.00	\$-00	\$-00	\$250.00	
11/10/2019	SUMMARY	\$100.00	\$-00	\$-00	\$100.00	\$-00	\$-00	\$100.00	
11/11/2019	SUMMARY	\$1,200.00	\$-00	\$-00	\$1,200.00	\$-00	\$-00	\$1,200.00	
11/12/2019	SUMMARY	\$1,619.00	\$-00	\$-00	\$1,619.00	\$-00	\$-00	\$1,619.00	
11/13/2019	SUMMARY	\$2,000.00	\$-00	\$-00	\$2,000.00	\$-00	\$-00	\$2,000.00	
11/14/2019	SUMMARY	\$100.00	\$-00	\$-00	\$100.00	\$-00	\$-00	\$100.00	
11/15/2019	SUMMARY	\$100.00	\$-00	\$-00	\$100.00	\$-00	\$-00	\$100.00	
11/17/2019	SUMMARY	\$100.00	\$-00	\$-00	\$100.00	\$-00	\$-00	\$100.00	
11/20/2019	SUMMARY	\$400.00	\$-00	\$-00	\$400.00	\$-00	\$-00	\$400.00	
11/21/2019	SUMMARY	\$375.00	\$-00	\$-00	\$375.00	\$-00	\$-00	\$375.00	
11/22/2019	SUMMARY	\$450.00	\$-00	\$-00	\$450.00	\$-00	\$-00	\$450.00	
11/24/2019	SUMMARY	\$150.00	\$-00	\$-00	\$150.00	\$-00	\$-00	\$150.00	
11/25/2019	SUMMARY	\$125.00	\$-00	\$-00	\$125.00	\$-00	\$-00	\$125.00	
11/26/2019	SUMMARY	\$1,385.00	\$-00	\$-00	\$1,385.00	\$-00	\$-00	\$1,385.00	
11/27/2019	SUMMARY	\$150.00	\$-00	\$-00	\$150.00	\$-00	\$-00	\$150.00	
11/30/2019	SUMMARY	\$-00	\$-00	\$-00	\$-00	\$(220.68)	\$-00	\$(228.68)	In December Bank
		\$12,147.00							

Souhegan Cooperative School District Treasurer Report

December-2019 Consent Agenda Item #4

Souhegan Cooperative School District		
Monthly Report of the Treasurer		
as of 12/31/2019		
Cash on hand	12/1/2019	\$2,069,777.68
Deposits		\$1,820,245.23
AP-PR		(\$1,234,371.83)
Balance on hand	12/31/2019	\$2,655,651.08

Capital Checking		
as of 12/31/2019		
Cash on hand	12/1/2019	\$8,100.07
Deposits		\$2.84
AP-PR		
Balance on hand	12/31/2019	\$8,102.91

Field Maintenance Checking		
as of 12/31/2019		
Cash on hand	12/1/2019	\$37,937.47
Deposits		\$0.00
AP-PR		\$0.00
Balance on hand	12/31/2019	\$37,937.47

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

Souhegan Cooperative School District
 Monthly Reconciliation Report
 Combined Accounts

	Peoples United	Peoples United	Peoples United	
December-19	*1925	*9527	*5661	TOTAL
	Cash Management	Municipal Checking	Municipal Savings	
12/31/2019	\$605,638.69	\$68,000.00	\$2,384,232.41	\$3,057,871.10
Outstanding Checks: (subtract)				
a) Accounts Payable		\$(40,814.98)		
b) Payroll		\$(361,405.04)		
c) Payroll Direct Deposit & IRS				
Total Outstanding		\$(402,220.02)		\$(402,220.02)
Reconciled Book Balance				\$2,655,651.08
Balance from Treasurer's Journal				\$2,655,651.08
				-

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

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
12/1/2019	Beginning Balance					\$2,069,777.68
12/2/2019	Town of Amherst	\$1,011,112.00	12/10/2019	Payroll Direct Deposit pp12 v6258	(\$263,622.55)	\$2,817,267.13
12/18/2019	State of NH Project Reimbursement	\$622.32	12/10/2019	Payroll Direct Deposit pp12 v6259	(\$45,579.75)	\$2,772,309.70
12/19/2019	State of NH Project Reimbursement	\$22,896.22	12/23/2019	Payroll Direct Deposit pp13 v6263	(\$230,773.81)	\$2,564,432.11
12/31/2019	State of NH Adequate Education	\$484,282.00	12/23/2019	Payroll Direct Deposit pp13 v6264	(\$40,757.55)	\$3,007,956.56
12/11/2019	Deposit: Mont Vernon, ASD	\$254,869.16	12/12/2019	Payroll IRS pp12 v6261	(\$52,762.87)	\$3,210,062.85
12/18/2019	Deposit: SAU39	\$35,899.53	12/26/2019	Payroll IRS pp13 v6266	(\$40,811.28)	\$3,205,151.10
			12/13/2019	Payroll 457 pp12 v6260	(\$6,026.60)	\$3,199,124.50
			12/26/2019	Payroll 457 pp13 v6265	(\$5,170.30)	\$3,193,954.20
			12/31/2019	Payroll Mass DOR	(\$1,519.45)	\$3,192,434.75
			12/27/2019	Payroll pp13 ACH Return	\$100.00	\$3,192,534.75
			12/12/2019	Payroll pp12 v12 ck3069296-3069315	(\$18,140.15)	\$3,174,394.60
			12/12/2019	Payroll Reissue pp11 v11 ck6069318	(\$344.02)	\$3,174,050.58
			12/26/2019	Payroll pp13 v13 ck6069411-6069428	(\$9,387.18)	\$3,164,663.40
			12/12/2019	Payroll pp12 v6262 ck6069316-6069317	(\$1,076.25)	\$3,163,587.15
			12/26/2019	Payroll pp13 v6267 ck6069429-6069430	(\$1,106.50)	\$3,162,480.65
			12/30/2019	Payroll v6269 ck6069431-6069434	(\$358,238.56)	\$2,804,242.09
			12/12/2019	Payroll Void ck 3069282 pp11	\$344.02	\$2,804,586.11
						\$2,804,586.11
						\$2,804,586.11
			12/12/2019	A/P v1741 ck6069319-6069410	(\$159,482.09)	\$2,645,104.02
			12/5/2019	A/P Void ck 3068774	\$58.70	\$2,645,162.72
			12/19/2019	A/P Void ck3069069	\$422.50	\$2,645,585.22
						\$2,645,585.22
						\$2,645,585.22
12/31/2019	December Credit Card transactions	\$3,425.00				\$2,649,010.22
12/31/2019	December Food Service	\$5,512.15				\$2,654,522.37
						\$2,654,522.37
			12/3/2019	Authorize.net credit card fees for Nov	(\$27.20)	\$2,654,495.17
12/31/2019	December Interest - Cash Management	\$164.11	12/3/2019	Vantiv Credit Card fees for Nov MM-303	(\$220.68)	\$2,654,438.60
12/31/2019	December Interest - Municipal Savings	\$1,462.74	12/10/2019	Merchant Services fees for Nov BIPUMFIN	(\$250.26)	\$2,655,651.08
12/31/2019	Ending Balances	\$1,820,245.23			(\$1,234,371.83)	\$2,655,651.08
				Payroll Debits	(\$686,924.16)	
				Payroll Checks	(\$387,948.64)	
				AP Checks	(\$159,000.89)	
				Other Debits	(\$498.14)	

SCSD Treasurer's Report
Unreconciled Check Register

Uncleared Transactions
SCSD Checking 9527

Num	Date	Payee	C Memo	Category	Amount
Expense Categories					
Payroll Ded					
6069431	12/30/2019	HAMPSHIRE HILLS	6269	Payroll Ded	(\$1,161.60)
6069432	12/30/2019	HEALTHTRUST, INC.	6269	Payroll Ded	(\$191,997.06)
6069433	12/30/2019	MONY LIFE INSURANCE COMPANY OF A	6269	Payroll Ded	(\$4,310.17)
6069434	12/30/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6269	Payroll Ded	(\$160,769.73)
Total Payroll Ded					(\$358,238.56)
Payroll					
3069182	11/14/2019	Chistolini, Samuel K.	10	Payroll	(\$66.95)
3069270	11/27/2019	Chistolini, Samuel K.	11	Payroll	(\$66.95)
3069296	12/12/2019	Chistolini, Samuel K.	12	Payroll	(\$23.44)
3069314	12/12/2019	Tom, Vincent J.	12	Payroll	(\$1,028.85)
6069411	12/26/2019	Chistolini, Samuel K.	13	Payroll	(\$56.92)
6069414	12/26/2019	Kingery, Serge E.	13	Payroll	(\$92.35)
6069417	12/26/2019	Lamy, Amy E.	13	Payroll	(\$138.52)
6069419	12/26/2019	Petrella, Robert A.	13	Payroll	(\$277.05)
6069420	12/26/2019	Skinner, Rafael U.	13	Payroll	(\$369.40)
6069422	12/26/2019	Garrity, Jonathan A.	13	Payroll	(\$627.62)
6069426	12/26/2019	Sullivan, Claire M	13	Payroll	(\$30.14)
6069427	12/26/2019	Tom, Vincent J.	13	Payroll	(\$388.29)
Total Payroll					(\$3,166.48)
Expense!					
3068647	8/15/2019	EXTREME NETWORKS, INC.	1733	Expense!	(\$1,210.20)
3068762	9/12/2019	Berger, Natalie J.	1735	Expense!	(\$66.77)
3069222	11/21/2019	GARVEY, PAULA	1740	Expense!	(\$111.22)
6069319	12/12/2019	ADVANCE NOTICE ADVERTISING	1741	Expense!	(\$4,951.00)
6069323	12/12/2019	AMERICAN SCHOOL	1741	Expense!	(\$200.00)
6069324	12/12/2019	BARLOW, CHERYL	1741	Expense!	(\$58.70)
6069328	12/12/2019	Berger, Natalie J.	1741	Expense!	(\$729.12)
6069332	12/12/2019	C.O.R.E. VOCATIONAL SERVICES LLC	1741	Expense!	(\$7,735.00)
6069335	12/12/2019	CHALLENGE DAY	1741	Expense!	(\$3,675.00)
6069346	12/12/2019	DORIAN BUSINESS SYSTEMS, LLC	1741	Expense!	(\$349.00)
6069347	12/12/2019	DUFFY & MCKENNA COURT REPORTERS,	1741	Expense!	(\$1,050.00)
6069356	12/12/2019	GIMKIT, LLC	1741	Expense!	(\$349.93)
6069360	12/12/2019	GRAY CONSULTING AND THERAPY, LLC	1741	Expense!	(\$705.60)
6069361	12/12/2019	GW SHAW AND SON, INC.	1741	Expense!	(\$80.00)
6069365	12/12/2019	HUDL	1741	Expense!	(\$5,400.00)
6069366	12/12/2019	IXL LEARNING, INC.	1741	Expense!	(\$300.00)
6069368	12/12/2019	JOSHI FLEGAL, SHEELU	1741	Expense!	(\$131.00)
6069373	12/12/2019	LIGHTHOUSE SCHOOL, INC.	1741	Expense!	(\$7,781.85)
6069375	12/12/2019	MANN, SUSAN	1741	Expense!	(\$57.07)
6069379	12/12/2019	MUSIC & ARTS CENTERS	1741	Expense!	(\$1,405.67)
6069383	12/12/2019	NUTTALL, KAREN	1741	Expense!	(\$930.00)
6069393	12/12/2019	SOUHEGAN HIGH SCHOOL - SHS ACTIV	1741	Expense!	(\$3,196.00)
6069394	12/12/2019	SPRINGSHARE LLC	1741	Expense!	(\$200.00)
6069402	12/12/2019	TOWN OF AMHERST- DEPT. OF PUBLIC	1741	Expense!	(\$141.85)
Total Expense!					(\$40,814.98)
Total Expense Categories					(\$402,220.02)
Grand Total					(\$402,220.02)

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					\$-00
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
6/30/2019	Closing Balance					\$37,937.47
7/31/2019	Closing Balance					\$37,937.47
8/31/2019	Closing Balance					\$37,937.47
9/30/2019	Closing Balance					\$37,937.47
10/31/2019	Closing Balance					\$37,937.47
11/30/2019	Closing Balance					\$37,937.47
12/31/2019	Closing Balance					\$37,937.47

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
FY20	7/31/2019	Interest			\$3.65		\$8,087.78
FY20	7/31/2019	Closing Balance					\$8,087.78
FY20	8/31/2019	Interest			\$3.33		\$8,091.11
FY20	8/31/2019	Closing Balance					\$8,091.11
FY20	9/30/2019	Interest			\$3.30		\$8,094.41
FY20	9/30/2019	Closing Balance					\$8,094.41
FY20	10/31/2019	Interest			\$3.08		\$8,097.49
FY20	10/31/2019	Closing Balance					\$8,097.49
FY20	11/30/2019	Interest			\$2.58		\$8,100.07
FY20	11/30/2019	Closing Balance					\$8,100.07
FY20	12/31/2019	Interest			\$2.84		\$8,102.91
FY20	12/31/2019	Closing Balance					\$8,102.91

Souhegan Cooperative School District
Credit Card Summary

DATE	TERMINAL ID	NET PRESENTED	REJECTS	NONSETTLED NET SALES	ADJUSTED NET SALES	FEEES	CHARGEBACKS/ ADJUSTMENTS	NET POSITION	MM-303
12/1/2019	SUMMARY	\$300.00	\$-00	\$-00	\$300.00	\$-00	\$-00	\$300.00	
12/4/2019	SUMMARY	\$150.00	\$-00	\$-00	\$150.00	\$-00	\$-00	\$150.00	
12/5/2019	SUMMARY	\$150.00	\$-00	\$-00	\$150.00	\$-00	\$-00	\$150.00	
12/10/2019	SUMMARY	\$1,580.00	\$-00	\$-00	\$1,580.00	\$-00	\$-00	\$1,580.00	
12/11/2019	SUMMARY	\$125.00	\$-00	\$-00	\$125.00	\$-00	\$-00	\$125.00	
12/12/2019	SUMMARY	\$150.00	\$-00	\$-00	\$150.00	\$-00	\$-00	\$150.00	
12/19/2019	SUMMARY	\$485.00	\$-00	\$-00	\$485.00	\$-00	\$-00	\$485.00	
12/20/2019	SUMMARY	\$485.00	\$-00	\$-00	\$485.00	\$-00	\$-00	\$485.00	
12/31/2019	SUMMARY	\$-00	\$-00	\$-00	\$-00	67.96-	\$-00	67.96-	In January Report
		\$3,425.00							