

# 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, March 23<sup>rd</sup>, 2020 – 6:00 PM

Brick School - 1 School Street, Amherst, NH 03110

<https://zoom.us/j/721849570>

Agenda Item	Time	Desired Action	Backup Materials
Non- Public Session	5:00 PM	RSA 91 A:3 II ()	
Organizational Meeting Call to Order	6:00 PM	Superintendent, Mr. Adam Steel, to call the meeting to order	None
Board Organization	6:00 PM	Oaths of Office, Election of Officers, Committee Assignments, Appointment of District Clerk and District Treasurer.	None
Regular Meeting Call to Order	6:30 PM	SCSB Chair to call the Regular Meeting to Order	None
Superintendent's Report	6:30 PM	Mr. Steel to give his Superintendent's Report	None
Public Comment I of II	6:40 PM		None
Committee Updates	6:45 PM	Board Members to give updates on their individual committees.	None
Community Council Update	6:55 PM	Board to receive update on Community Council.	None
Consent Agenda- Approval	7:05 PM	1. Draft Minutes 03 02 2020 2. Jan 2020 Treasurer's Report 3. Feb 2020 Treasurer's Report 4. Unanticipated Revenue \$700 5. Policy KFA- From 03 02 2020 Meeting 6. Policy JIC-From 03 02 2020 Meeting	03 02 2020 Draft Minutes Jan 2020 Treasurer's Report Feb 2020 Treasurers Report Memo Policy KFA Policy JIC

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First Reading Policies- JLCJ and JFABD

7:10 PM

Board to review Policies JLCJ- Concussions and Head Injuries and JFABD- Admission of Homeless Students

Policy JLCJ  
Policy JFABD

Teacher Renewals

7:20 PM

Board to receive update on Teacher Renewals

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

**Consent Agenda Item #1**

1 Souhegan Cooperative Board Meeting

2 Monday, March 2<sup>nd</sup>, 2020

3 Meeting Minutes- Not Approved

4 Attendees:

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

7 Souhegan Cooperative School Board: Jim Manning- Chair, Pim Grondstra- Vice Chair, Laura  
8 Taylor- Secretary, Steve Coughlan, Amy Facey, and David Chen (via phone).

9 SHS Student Videographer: Shannon Hargreaves

10 Board Minutes: Danae A. Marotta

11 Public: Delaney Facques, SHS Community Council Liaison, Dwayne Purvis, 145 South Hollis  
12 Road, Amherst NH, Stephanie Grund, 5 Colonel Wilkins Road, Amherst NH, Courtney Vore,  
13 Amherst NH.

14 I. Call to Order

15 **Chair of the Souhegan Cooperative School Board, Mr. Jim Manning, called the meeting to**  
16 **order at 5:01 PM.**

17 II. Superintendent's Report

18 Superintendent, Mr. Adam Steel, noted that he has a number of items for the Board.

19 Covid-19/Corona Virus Update

20 Superintendent Steel noted that he had sent out a lengthy communication to parents this past  
21 Friday of what they are doing internally. Since that time, there was a school sponsored trip to  
22 South East Asia and at the last minute the sponsorship was pulled back based on the concerns  
23 with the situation there. Most of the students and staff still attended as they had paid privately.  
24 There is nothing that they can do to prevent them from going. Now that they have returned to the  
25 U.S., they are being asked to self-quarantine, per the 14-day recommendation from the NH  
26 Department of Health and Human Services.

27 In addition, they had one student and one staff member that traveled, separately, to Northern  
28 Italy and they have asked them to self-quarantine for 14 days. They are engaging in custodial  
29 training procedures this week and are going to need to hire some temporary additional custodial  
30 support to make sure that they are doing the extra necessary precautions. SAU # 39 Business  
31 Administrator, Ms. Michele Croteau, is handling that at this time.

32 They are consolidating the attendance to keep track of spikes and will report to the State students  
33 with flu like symptoms.

34 They have Wintercession for sophomores coming up in two weeks, with places of travel such as  
35 Quebec and Washington D.C. They are going to follow the CDC's recommendations for travel

36 advisories, and they will be going on those trips and will adjust as needed. They will work with  
37 families that do not want to go but may not be able to refund them.

38 They have a trip scheduled over April vacation to Italy, similar to last week, and are looking into  
39 it, investigating it and taking it very seriously. It is something to keep in mind.

40 There is a Statewide call for all public agencies tomorrow that DHHS is hosting and he will  
41 know more about the State and their response to what is happening. On a longer-term basis, they  
42 are working on a plan if school cannot be held for a longer amount of time. He has pulled  
43 together a task force, for this specific purpose, and there will be more communication going out  
44 to the community soon.

45 He then paused his Superintendent's Report for Board comments or questions.

46 Ms. Taylor asked if that was his only topic for report.

47 Superintendent Steel replied, no, he was pausing for questions.

#### 48 SHS Principal Search Committee Update

49 He remarked that he, Ms. Facey and Ms. Facques serve on the Souhegan Principal Search  
50 Committee. The process is open, and they are still receiving applications. There is one person  
51 moving towards the third round and two others that are in the second round. Next Wednesday,  
52 they will have at least one person come into the school and meet groups of parents, students,  
53 teachers and community members. He encouraged anyone that is interested to let him know and  
54 he will make sure to include them in the process based on the space that they have available.

55 Ms. Facey asked Superintendent Steel to clarify the process.

56 Mr. Steel explained that they first, completed a screening round, as an introduction. The second  
57 round was a one-hour in-person formal interview. The third round is introducing them to  
58 different groups and getting feedback. They will then decide if they have a finalists.

#### 59 Fang Fest Update

60 He noted that with Fang Fest there were positive things and challenges. It ended positively and  
61 applauded the students and staff. He then asked SHS Community Council Liaison, Ms. Delaney  
62 Facques to add her comments.

63 Ms. Facques agreed that Fang Fest ended on a good note.

64 Mr. Steel noted that he has further comments for later in the evening, however, that is the end of  
65 his Superintendent's Report.

66 Ms. Facey noted that it is Chairman Manning's last Board Meeting. She thanked him for his  
67 many years of service on the Board and multitude of committees.

68 Superintendent Steel then presented Mr. Manning with a gift of appreciation.

69 Mr. Manning thanked the Board and Superintendent Steel for their gifts.

70 The Board thanked Superintendent Steel.

## 71 III. Public Comment

72 No Public Comment

## 73 IV. Community Council Update

74 Ms. Facques remarked that they had a school come from Middletown, Connecticut to learn more  
75 about Community Council. They are also looking at the bylaws and voting on changes. They will  
76 have a Constitution Committee Rep. voted on in the Spring. Lastly, they are wondering when a  
77 transcript will be available for review.

78 Ms. Facey added that there is a draft on the website, but she is not sure when it will go to  
79 Community Council for review.

80 Superintendent Steel noted that he was going to bring it forward for their review tonight.

81 The Board thanked Ms. Facques.

## 82 V. Consent Agenda

83 Ms. Taylor pulled the Minutes from the Jan 27<sup>th</sup>, 2020 Meeting.

84 She noted the correction to the names "*Matt Leighton and Catie Dodge*".

85 Ms. Taylor noted a change in Line #116:

86 *From "Ms. Taylor remarked that she is having a hard time linking the scores to the*  
87 *competency."*

88 *Changed to: "Empower does not link between the assignment and the grade for the score that*  
89 *you are getting. There is a miscommunication within the Empower software that does not make*  
90 *that connection for the student or the parent.*

91 She next noted the change in line #192:

92 *From: "Ms. Facey asked for clarification"*

93 *Changed to: "Ms. Facey noted that students should be able to earn a "4" and was supportive of*  
94 *that effort".*

95 Ms. Taylor added a line to #228:

96 *(It was part of a slide show that was not part of the minutes) "70% of the 490 students were*  
97 *against changing the start times and only 30% were in favor. 70% of the students play sports and*  
98 *50% have clubs. 25% have daily jobs and other commitments after school".*

99 **Mr. Grondstra motioned to accept the Consent Agenda items 1. Draft Minutes 12 17 2019,**  
100 **2. Draft Minutes 01 06 2020, 3. Draft Minutes 01 27 2020, as amended, 4. Draft Minutes 02**  
101 **03 2020-Before Deliberative Session, 5. Unanticipated Revenue \$2,250, and 6. Policy JIH-**  
102 **Student Searches and Their Property- From Dec 2019 Meeting. Ms. Facey seconded the**  
103 **motion. The vote was unanimous, motion passed.**

104 Mr. Manning questioned Mr. Chen (via phone) if he was alone and if it was unreasonable for  
105 him to attend the meeting in person.

106 Mr. Chen replied, yes, to both questions.

107 VI. First Reading- KFA and JIC

108 Superintendent Steel remarked that they have been reviewed by the Policy Committee and were  
109 at the SAU Board. He asked for questions or feedback.

110 Mr. Manning asked everyone on the Board if they had reviewed them and if there were questions  
111 or comments.

112 There were no questions or comments.

113 VII. Grading and Reporting Update

114 Superintendent Steel noted that Principal Hagen was out for some time and just got back today.  
115 He wanted to confirm the dates of the Parent Meetings. He will send out the electronic version of  
116 this update as there is a link to the sample progress report. It explains how Honor Roll will be  
117 calculated for grade 9 students in June and the same criteria will be used as with grades 10-12  
118 students. The Class of 2023 transcript is posted to the website. The working draft transcript for  
119 the Class of 2024 is also posted. He reviewed the timeline and asked for questions or comments.

120 Ms. Taylor inquired if they had reached out to 5<sup>th</sup> and 6<sup>th</sup> grade parents.

121 Superintendent Steel agreed and noted that they can do that.

122 Mr. Grondstra suggested that they add in MV.

123 Ms. Facey asked about students in 10<sup>th</sup>-12<sup>th</sup> are they being graded using maximum achievable  
124 scores. How does that align.

125 Superintendent Steel replied, yes and most of their teachers are going the extra mile. One teacher  
126 in particular, has graded every assignment with the old grading system and then the new grading  
127 system. They feel pretty good in that it works out and it is as a part of the transition process.

128 Mr. Chen asked why are they all not doing that.

129 Mr. Manning asked if they have training for best practices.

130 Mr. Steel replied that everything that the high school administration is doing is supporting  
131 teachers, whether it is Empower training, or specific grading support. It is the number on issue  
132 that they are focusing on. There is more consistency now than in the beginning of the school year  
133 and it is getting better all the time. It is a transition process.

134 Ms. Facey added that she is concerned with the accuracy of the grades.

135 Mr. Chen asked what is the motivation for the one teacher that is grading everything both ways.

136 Superintendent Steel responded that this particular teacher felt like she wanted to do a fidelity  
137 check for her own reassurance.

138 Mr. Chen added that he is hoping that it can be put into practice for other classes. He realizes that  
139 it is a lot of work and this is a big change.

140 Mr. Steel commented that he does not disagree, and he will look into that for other departments.

141 Mr. Chen added that they need to have validation and it is a very big change. His hope is that  
142 they can get it right the first time.

143 Mr. Steel agreed.

144 Mr. Manning asked for comments or questions.

145 Superintendent Steel added that grade 9 students were given access to the portal in December  
146 and received training with their team teachers. Parents of students in K-9 were given access via  
147 email on January 30<sup>th</sup>, 2020. Grade 10 students were given access to Empower and provided with  
148 training on Friday, Feb 21<sup>st</sup>, 2020 in their team classes.

149 There are three more Parent Grading and Reporting Sessions:

- 150 1. Thursday, March 12<sup>th</sup> at 7:30 am
- 151 2. Saturday, March 14<sup>th</sup> at 9:00 am
- 152 3. Thursday, March 19<sup>th</sup> at 7:30 am

153 Teacher training sessions are listed for reference.

154 Mr. Chen asked about the training in place for teams and how that accelerates the learning for  
155 individuals. Second, heterogeneous groupings do not let the kids accelerate with CBE  
156 (Competency Based Learning).

157 Mr. Steel replied that those are larger topics and grading and reporting is the first step. They are  
158 doing this to have that platform.

159 Ms. Taylor asked if they are evaluating other systems other than Empower for next year. As a  
160 parent, she is familiar with Empower and she does not like what she is seeing. It is a tool for  
161 documenting student progress. She asked what other programs are out there and do they require  
162 the level of detail that Empower seems to burden the teachers with.

163 Mr. Steel commented that he has surveyed staff throughout the entire SAU and explained the  
164 responses.

165 Ms. Taylor questioned the number of responses.

166 Mr. Steel replied, 111 and from Souhegan, 60. The conclusion that he can draw is that the faculty  
167 believes that they are on the right path with CBE, not everyone but a vast majority and second,  
168 they are on the wrong path with the tool. He believes that is also what they are hearing from  
169 students and some parents.

170 In the Spring, he is pulling together a group to investigate and look at the right grading platform.  
171 It is possible that they will circle back to Empower and use it a different way. Second, if they  
172 move to something different, it does not mean that they will switch to it next year if they don't  
173 have time to get everyone trained. One software tool they are investigating is Schoology,

174 <https://www.schoology.com/> which is part of PowerSchool platform. They are very early in the  
 175 process and he has met with the Faculty senate and has talked to many, many teachers. There  
 176 were extensive comments, positive, and negative.

177 Mr. Grondstra asked about general timelines.

178 Mr. Steel replied he would like to have this work done in 6 weeks, by April vacation the latest.

179 Ms. Facey noted if they are not able to make the change then they need to look at the issue of  
 180 students receiving grades at the end of the semester when they have not technically completed  
 181 the course.

182 Mr. Torres inquired if they are proposing other options and asked it is a training issue.

183 Superintendent Steel remarked that is why this committee needs to be open to every possibility.

184 Mr. Manning asked if it was possible that the complexity of CBE inputs into Empower caused a  
 185 lot of the issue.

186 Mr. Steel replied, yes, they need to bifurcate between the software platform and how they are  
 187 using it.

188 VIII. Public Comment

189 Mr. Dwayne Purvis, 145 South Hollis Road, Amherst NH, thanked Chairman Manning for his  
 190 years of service. He then noted his concern about putting limits on students in regard to  
 191 achievement.

192 Ms. Stephanie Grund, 5 Colonel Wilkins Road, Amherst NH, commented that they should put  
 193 more emphasis on Mastery Based Learning first.

194 Ms. Courtney Vore, Amherst NH, remarked that she has done a lot of research on Competency  
 195 Based Learning across the U.S. and the number of schools that have implemented it and then  
 196 rolled it back. She is preparing to share that information at some time. They have rolled it back  
 197 almost universally at high school level as it does not work. In the elementary and middle school,  
 198 it works well. At the high school, level it is too high stakes and does not belong in their high  
 199 school.

200 Mr. Manning closed the Public Comment.

201 IX. Non-Public Session

202 **Mr. Pim Grondstra motioned to enter into Non-Public Session RSA 91 A:3 II (a) and (c) at**  
 203 **5:50 PM. Mr. Steve Coughlan seconded the motion. The vote was unanimous, motion**  
 204 **passed.**

205 **Mr. Manning called a Roll Call: Manning- Yes, Grondstra- Yes, Taylor- Yes, Torres- Yes,**  
 206 **Coughlan-Yes and Chen- Yes.**

207 **Mr. Coughlan motioned to exit Non-Public Session at 6:10 PM. Mr. Pim Grondstra**  
 208 **seconded the motion. The vote was unanimous, motion passed (7-0).**



209 **Mr. Torres motioned to seal the minutes Mr. Grondstra seconded the motion. The vote was**  
210 **unanimous, motion passed (7-0). Reason: “ adversely affect the reputation of any person**  
211 **other than a member of this Board”**

212 **Mr. Manning called a Roll Call: Manning- Yes, Grondstra- Yes, Taylor- Yes, Torres- Yes,**  
213 **Coughlan-Yes and Chen- Yes.**

214 X. Meeting Adjourned

215 **Mr. Grondstra motioned to adjourn the meeting at 6:10PM. Mr. Coughlan seconded the**  
216 **motion. The vote was unanimous, motion passed (7-0).**

217

218

219

220

Draft

# Souhegan Cooperative School District Treasurer Report

## January-2020

Souhegan Cooperative School District		
Monthly Report of the Treasurer		
as of 1/31/2020		
Cash on hand	1/1/2020	\$2,655,651.08
Deposits		\$1,477,269.46
AP-PR		(\$1,618,197.82)
Balance on hand	1/31/2020	\$2,514,722.72

Capital Checking		
as of 1/31/2020		
Cash on hand	1/1/2020	\$8,102.91
Deposits		\$1.33
AP-PR		(\$8,102.91)
Balance on hand	1/31/2020	\$1.33

Field Maintenance Checking		
as of 1/31/2020		
Cash on hand	1/1/2020	\$37,937.47
Deposits		\$0.00
AP-PR		\$0.00
Balance on hand	1/31/2020	\$37,937.47

Filename: 2020-01-SCSD Treasurer Report.xlsx  
 Month: 1/1/2020

Souhegan Cooperative School District  
 Monthly Reconciliation Report  
 Combined Accounts

	Peoples United *1925 Cash Management	Peoples United *9527 Municipal Checking	Peoples United *5661 Municipal Savings	TOTAL
<b>January-20</b>				
1/31/2020	\$208,825.90	\$68,000.00	\$2,994,107.64	\$3,270,933.54
<b>Outstanding Checks: (subtract)</b>				
a) Accounts Payable		\$(404,901.05)		
b) Payroll		\$(351,309.77)		
c) Payroll Direct Deposit & IRS				
<b>Total Outstanding</b>		\$(756,210.82)		\$(756,210.82)
<b>Reconciled Book Balance</b>				\$2,514,722.72
<b>Balance from Treasurer's Journal</b>				\$2,514,722.72
				-

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

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
1/1/2020	<b>Beginning Balance</b>					<b>\$2,655,651.08</b>
1/2/2020	State of NH Special Education	\$261,938.67	1/6/2020	Payroll Direct Deposit pp13 Resend	(\$100.00)	\$2,917,489.75
1/2/2020	Town of Amherst	\$986,940.00	1/7/2020	Payroll Direct Deposit pp14 v6271	(\$38,898.34)	\$3,865,531.41
1/17/2020	State of NH Project Reimbursement	\$26,923.93	1/7/2020	Payroll Direct Deposit pp14 v6270	(\$212,817.62)	\$3,679,637.72
1/30/2020	State of NH Project Reimbursement	\$16,599.70	1/21/2020	Payroll Direct Deposit pp15 v6276	(\$41,590.83)	\$3,654,646.59
1/9/2020	Credit for forged check in December	\$2,439.04	1/21/2020	Payroll Direct Deposit pp15 V6275	(\$231,714.98)	\$3,425,370.65
1/3/2020	Deposit: ASD, Misc	\$546.26	1/9/2020	Payroll IRS pp14 v6273	(\$36,820.11)	\$3,389,096.80
1/8/2020	Deposit: ASD, Misc	\$1,096.16	1/23/2020	Payroll IRS pp15 v6278	(\$41,291.07)	\$3,348,901.89
1/16/2020	Deposit: SAU39, Town of Mont Vernon, Misc	\$143,029.51	1/10/2020	Payroll 457 pp14 v6272	(\$4,816.05)	\$3,487,115.35
1/22/2020	Deposit: ASD	\$518.16	1/24/2020	Payroll 457 pp15 v6277	(\$5,843.16)	\$3,481,790.35
			1/28/2020	Payroll Mass DOR v6280	(\$1,297.29)	\$3,480,493.06
1/16/2020	Transfer from Capital Projects to Savings	\$8,102.91	1/9/2020	Payroll pp14 v14 ck6069500-6069506	(\$5,081.99)	\$3,483,513.98
			1/23/2020	Payroll pp15 v15 ck6069590-6069603	(\$8,326.53)	\$3,475,187.45
			1/9/2020	Payroll pp14 v6274 ck6069507-6069508	(\$1,045.00)	\$3,474,142.45
			1/23/2020	Payroll pp15 v6279 ck6069604-6069605	(\$1,076.25)	\$3,473,066.20
			1/30/2020	Payroll v6281 ck6069662-6069664	(\$350,709.13)	\$3,122,357.07
						\$3,122,357.07
						\$3,122,357.07
			1/3/2020	v1742 ck6069435-6069499	(\$185,112.42)	\$2,937,244.65
			1/9/2020	A/P v1741 ck6069509 Replace Voided check	(\$5,400.00)	\$2,931,844.65
			1/16/2020	A/P v1743 ck6069510-6069589	(\$88,898.71)	\$2,842,945.94
			1/30/2020	A/P v1745 ck6069606-6069661	(\$358,480.33)	\$2,484,465.61
						\$2,484,465.61
			1/16/2020	NHMBB Interest Only Payment Series 13C	(\$4,146.25)	\$2,480,319.36
			1/9/2020	A/P Void 6069365	\$5,400.00	\$2,485,719.36
1/31/2020	January Credit Card transactions	\$18,800.00				\$2,504,519.36
1/31/2020	January Food Service	\$8,373.25				\$2,512,892.61
						\$2,512,892.61
			1/3/2020	Authorize.net credit card fees for Dec	(\$17.20)	\$2,512,875.41
1/31/2020	January Interest - Cash Management	\$189.55	1/3/2020	Vantiv Credit Card fees for Dec MM-303	(\$67.96)	\$2,512,997.00
1/31/2020	January Interest - Municipal Savings	\$1,772.32	1/9/2020	Merchant Services fees for Dec BIPUMFIN	(\$46.60)	\$2,514,722.72
<b>1/31/2020</b>	<b>Ending Balances</b>	<b>\$1,477,269.46</b>			<b>(\$1,618,197.82)</b>	<b>\$2,514,722.72</b>
				Payroll Debits	(\$615,189.45)	
				Payroll Checks	(\$551,351.32)	
				AP Checks	(\$451,525.29)	
				Other Debits	(\$131.76)	

SCSD Treasurer's Report  
Unreconciled Check Register

Uncleared Transactions  
SCSD Checking 9527

Num	Date	Payee	C Memo	Category	Amount
Expense Categories					
Payroll Ded					
6069662	1/30/2020	HAMPSHIRE HILLS	6281	Payroll Ded	(\$1,161.60)
6069663	1/30/2020	HEALTHTRUST, INC.	6281	Payroll Ded	(\$203,481.80)
6069664	1/30/2020	NEW HAMPSHIRE RETIREMENT SYSTEM	6281	Payroll Ded	(\$146,065.73)
Total Payroll Ded					(\$350,709.13)
Payroll					
3069182	11/14/2019	Chistolini, Samuel K.	10	Payroll	(\$66.95)
3069296	12/12/2019	Chistolini, Samuel K.	12	Payroll	(\$23.44)
6069590	1/23/2020	Chistolini, Samuel K.	15	Payroll	(\$16.75)
6069597	1/23/2020	Withers, Julia E.	15	Payroll	(\$46.17)
6069601	1/23/2020	Sullivan, Claire M	15	Payroll	(\$56.92)
6069602	1/23/2020	Tom, Vincent J.	15	Payroll	(\$390.41)
Total Payroll					(\$600.64)
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)
6069324	12/12/2019	BARLOW, CHERYL	1741	Expense!	(\$58.70)
6069368	12/12/2019	JOSHI FLEGAL, SHEELU	1741	Expense!	(\$131.00)
6069383	12/12/2019	NUTTALL, KAREN	1741	Expense!	(\$930.00)
6069463	1/3/2020	KLAUER, SCHENLEY	1742	Expense!	(\$1,341.00)
6069511	1/16/2020	AMAZON	1743	Expense!	(\$63.91)
6069512	1/16/2020	AMHERST AUTOWORKS	1743	Expense!	(\$1,227.84)
6069514	1/16/2020	APS LIGHTING-SOUND-AV	1743	Expense!	(\$1,328.95)
6069516	1/16/2020	BASIX AUTOMATION INTEGRATORS INC	1743	Expense!	(\$337.50)
6069520	1/16/2020	BRALEY, KELLI	1743	Expense!	(\$650.01)
6069521	1/16/2020	BSN SPORTS LLC	1743	Expense!	(\$1,314.98)
6069522	1/16/2020	BUDGET DOCUMENT TECHNOLOGY	1743	Expense!	(\$941.10)
6069523	1/16/2020	BUREAU OF EDUCATION & RESEARCH,	1743	Expense!	(\$777.00)
6069524	1/16/2020	C.O.R.E. VOCATIONAL SERVICES LLC	1743	Expense!	(\$7,735.00)
6069525	1/16/2020	CANON SOLUTIONS AMERICA, INC.	1743	Expense!	(\$40.97)
6069527	1/16/2020	CASTELL, MICHELLE	1743	Expense!	(\$12.84)
6069530	1/16/2020	CLAUSSEN, ADAM MICHAEL	1743	Expense!	(\$80.00)
6069533	1/16/2020	DC SLOCOMB COMPANY, LLC	1743	Expense!	(\$225.00)
6069535	1/16/2020	DICK DUMAIS, NHVOA ASSIGNOR	1743	Expense!	(\$65.00)
6069536	1/16/2020	DIRECT ENERGY BUSINESS MARKETING	1743	Expense!	(\$4,857.31)
6069537	1/16/2020	ELECTRICAL SUPPLY OF MILFORD	1743	Expense!	(\$714.25)
6069539	1/16/2020	ESTABROOK, PHIL	1743	Expense!	(\$535.00)
6069542	1/16/2020	FANTINI BAKING COMPANY	1743	Expense!	(\$61.02)
6069544	1/16/2020	GRANT, SCOTT A. JR	1743	Expense!	(\$40.00)
6069545	1/16/2020	GRAY CONSULTING AND THERAPY, LLC	1743	Expense!	(\$705.60)
6069547	1/16/2020	JACKSON LEWIS P.C.	1743	Expense!	(\$2,563.10)
6069549	1/16/2020	LIBERTY UTILITIES	1743	Expense!	(\$3,093.02)
6069550	1/16/2020	LOCKITT, ALISON	1743	Expense!	(\$1,413.75)
6069551	1/16/2020	LOWE'S	1743	Expense!	(\$257.17)
6069552	1/16/2020	LUTTIK-ENGERT, KAREN	1743	Expense!	(\$100.00)
6069553	1/16/2020	MARANATHA CARPET	1743	Expense!	(\$2,486.00)
6069556	1/16/2020	NATIONAL COUNCIL FOR THE SOCIAL	1743	Expense!	(\$730.00)

SCSD Treasurer's Report  
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6069558	1/16/2020 NHSTE	1743 Expense!	(\$470.00)
6069559	1/16/2020 ONE SOURCE SECURITY AND AUTOMATI	1743 Expense!	(\$95.00)
6069560	1/16/2020 OVERDRIVE, INC.	1743 Expense!	(\$4,000.00)
6069565	1/16/2020 RELIANT TECHNOLOGY, LLC	1743 Expense!	(\$206.23)
6069567	1/16/2020 ROSSETTI, STEPHEN	1743 Expense!	(\$325.00)
6069568	1/16/2020 RYAN, RUSSELL	1743 Expense!	(\$80.00)
6069569	1/16/2020 RYMES PROPANE & OIL	1743 Expense!	(\$29.79)
6069570	1/16/2020 SAMATARO, JEFFREY	1743 Expense!	(\$40.00)
6069573	1/16/2020 SOUHEGAN HIGH SCHOOL - SHS ACTIV	1743 Expense!	(\$1,800.00)
6069576	1/16/2020 SWIFT, ANE	1743 Expense!	(\$700.00)
6069577	1/16/2020 SWIFT, CHARLES	1743 Expense!	(\$765.50)
6069578	1/16/2020 SYNCB/AMAZON	1743 Expense!	(\$617.30)
6069579	1/16/2020 THE COUNTY STORE, INC.	1743 Expense!	(\$208.07)
6069582	1/16/2020 TOADSTOOL BOOKSHOP	1743 Expense!	(\$23.19)
6069583	1/16/2020 TOWN OF AMHERST- DEPT. OF PUBLIC	1743 Expense!	(\$155.43)
6069585	1/16/2020 TREMBLAY, JESSICA	1743 Expense!	(\$700.00)
6069606	1/30/2020 AABLE RESTAURANT EQUIPMENT SERVI	1745 Expense!	(\$148.00)
6069607	1/30/2020 AMAZON	1745 Expense!	(\$655.56)
6069608	1/30/2020 AT&T MOBILITY LLC	1745 Expense!	(\$68.40)
6069609	1/30/2020 BALL, WILLIAM D.	1745 Expense!	(\$130.00)
6069610	1/30/2020 BARD COLLEGE	1745 Expense!	(\$500.00)
6069611	1/30/2020 Bellamy, David L.	1745 Expense!	(\$91.78)
6069612	1/30/2020 BELLAVANCE BEVERAGE COMPANY, INC	1745 Expense!	(\$1,660.40)
6069613	1/30/2020 BLICK ART MATERIALS	1745 Expense!	(\$111.60)
6069614	1/30/2020 BOOTHBY THERAPY SERVICES. LLC	1745 Expense!	(\$29.00)
6069615	1/30/2020 BROWN BOOKSTORE	1745 Expense!	(\$37.95)
6069616	1/30/2020 BUREAU OF EDUCATION & RESEARCH,	1745 Expense!	(\$479.00)
6069617	1/30/2020 BUTLER'S BUS SERVICE, INC.	1745 Expense!	(\$36,443.73)
6069618	1/30/2020 CASTELL, MICHELLE	1745 Expense!	(\$162.00)
6069619	1/30/2020 CED	1745 Expense!	(\$124.80)
6069620	1/30/2020 CENTRAL PAPER PRODUCTS CO.	1745 Expense!	(\$311.01)
6069621	1/30/2020 CHALLENGE DAY	1745 Expense!	(\$657.23)
6069622	1/30/2020 COCA-COLA BEVERAGES NORTHEAST, I	1745 Expense!	(\$1,050.10)
6069623	1/30/2020 CONSOLIDATED COMMUNICATIONS, INC	1745 Expense!	(\$1,468.71)
6069624	1/30/2020 CONWAY TECHNOLOGY GROUP	1745 Expense!	(\$17.00)
6069625	1/30/2020 CRISIS PREVENTION INSTITUTE, INC	1745 Expense!	(\$150.00)
6069626	1/30/2020 CROTCHED MOUNTAIN REHABILITATION	1745 Expense!	(\$20,500.06)
6069627	1/30/2020 CROTCHED MOUNTAIN SKI & RIDE	1745 Expense!	(\$2,530.00)
6069628	1/30/2020 DC SLOCOMB COMPANY, LLC	1745 Expense!	(\$899.00)
6069629	1/30/2020 EASTMAN, JOHN	1745 Expense!	(\$100.51)
6069630	1/30/2020 ELECTRICAL SUPPLY OF MILFORD	1745 Expense!	(\$215.36)
6069631	1/30/2020 EVERSOURCE	1745 Expense!	(\$2,818.59)
6069632	1/30/2020 F.W.WEBB COMPANY	1745 Expense!	(\$1,941.21)
6069633	1/30/2020 FANTINI BAKING COMPANY	1745 Expense!	(\$111.94)
6069634	1/30/2020 GARVEY, PAULA	1745 Expense!	(\$164.08)
6069635	1/30/2020 HAGEN, WILLIAM	1745 Expense!	(\$137.60)
6069636	1/30/2020 HAMPSHIRE HILLS	1745 Expense!	(\$100.00)
6069637	1/30/2020 HILLYARD-MANCHESTER	1745 Expense!	(\$900.91)
6069638	1/30/2020 HP HOOD LLC	1745 Expense!	(\$397.29)
6069639	1/30/2020 JOSHI FLEGAL, SHEELU	1745 Expense!	(\$711.18)
6069640	1/30/2020 LIGHTHOUSE SCHOOL, INC.	1745 Expense!	(\$9,338.22)
6069641	1/30/2020 MICHAUD, STEPHEN	1745 Expense!	(\$130.00)
6069642	1/30/2020 MOBILE MINI, INC.	1745 Expense!	(\$105.28)
6069643	1/30/2020 MONT VERNON SCHOOL DISTRICT	1745 Expense!	(\$128.95)
6069644	1/30/2020 MUSIC & ARTS CENTERS	1745 Expense!	(\$1,286.88)
6069645	1/30/2020 NATIVE MAINE PRODUCE AND SPECIAL	1745 Expense!	(\$362.17)
6069646	1/30/2020 NEW BOSTON TRUCK & EQUIPMENT, LL	1745 Expense!	(\$278.78)
6069647	1/30/2020 NEW HAMPSHIRE MUSIC EDUCATORS AS	1745 Expense!	(\$300.00)
6069648	1/30/2020 NORTH STAR TIMING	1745 Expense!	(\$300.00)

SCSD Treasurer's Report  
Unreconciled Check Register

6069649	1/30/2020 PERFORMANCE FOOD GROUP	1745 Expense!	(\$4,069.04)
6069650	1/30/2020 RIVES, MARTHA	1745 Expense!	(\$194.00)
6069651	1/30/2020 SAU#39	1745 Expense!	(\$257,743.16)
6069652	1/30/2020 SCHOOL NURSE SUPPLY CO	1745 Expense!	(\$836.62)
6069653	1/30/2020 SYNCB/AMAZON	1745 Expense!	(\$1,048.43)
6069654	1/30/2020 THE TELEGRAPH PUBLISHING COMPANY	1745 Expense!	(\$124.80)
6069655	1/30/2020 TOWN OF AMHERST- DEPT. OF PUBLIC	1745 Expense!	(\$1,435.50)
6069656	1/30/2020 TRANE	1745 Expense!	(\$348.78)
6069657	1/30/2020 TRI-TOWN ICE ARENA	1745 Expense!	(\$2,350.00)
6069658	1/30/2020 TWENTY SIX DESIGN LLC	1745 Expense!	(\$715.00)
6069659	1/30/2020 W.B. MASON CO., INC	1745 Expense!	(\$61.97)
6069660	1/30/2020 WADLEIGH, STARR & PETERS, P.L.L.	1745 Expense!	(\$618.75)
6069661	1/30/2020 YMCA	1745 Expense!	(\$880.00)
Total Expense!			(\$404,901.05)
Total Expense Categories			(\$756,210.82)
Grand Total			(\$756,210.82)

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>
1/31/2019	January Closing Balance					\$30,311.44
2/28/2019	February Closing Balance					\$30,311.44
3/31/2019	March Closing Balance					\$30,311.44
4/30/2019	April Closing Balance					\$30,311.44
5/31/2019	May Closing Balance					\$30,311.44
6/24/2019	Deposit		Amherst Field Use	\$7,626.03		\$37,937.47
6/30/2019	June Closing Balance					\$37,937.47
7/31/2019	July Closing Balance					\$37,937.47
8/31/2019	August Closing Balance					\$37,937.47
9/30/2019	September Closing Balance					\$37,937.47
10/31/2019	October Closing Balance					\$37,937.47
11/30/2019	November Closing Balance					\$37,937.47
12/31/2019	December Closing Balance					\$37,937.47
<b>1/31/2020</b>	<b>January 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
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
FY20	1/16/2020		Transfer out		(\$8,102.91)	\$0.00
FY20	1/31/2020		Interest	\$1.33		\$1.33
<b>FY20</b>	<b>1/31/2020</b>		<b>Closing Balance</b>			<b>\$1.33</b>

Souhegan Cooperative School District  
Credit Card Summary

DATE	TERMINAL ID	NET PRESENTED	REJECTS	NONSETTLED NET SALES	ADJUSTED NET SALES	FEEES	CHARGEBACKS/ ADJUSTMENTS	NET POSITION	MM-303
1/1/2020	SUMMARY	\$150.00	\$-00	\$-00	\$150.00	\$-00	\$-00	\$150.00	
1/3/2020	SUMMARY	\$727.50	\$-00	\$-00	\$727.50	\$-00	\$-00	\$727.50	
1/4/2020	SUMMARY	\$635.00	\$-00	\$-00	\$635.00	\$-00	\$-00	\$635.00	
1/6/2020	SUMMARY	\$242.50	\$-00	\$-00	\$242.50	\$-00	\$-00	\$242.50	
1/8/2020	SUMMARY	\$877.50	\$-00	\$-00	\$877.50	\$-00	\$-00	\$877.50	
1/9/2020	SUMMARY	\$2,142.50	\$-00	\$-00	\$2,142.50	\$-00	\$-00	\$2,142.50	
1/11/2020	SUMMARY	\$485.00	\$-00	\$-00	\$485.00	\$-00	\$-00	\$485.00	
1/12/2020	SUMMARY	\$947.50	\$-00	\$-00	\$947.50	\$-00	\$-00	\$947.50	
1/13/2020	SUMMARY	\$3,597.50	\$-00	\$-00	\$3,597.50	\$-00	\$-00	\$3,597.50	
1/14/2020	SUMMARY	\$2,472.50	\$-00	\$-00	\$2,472.50	\$-00	\$-00	\$2,472.50	
1/15/2020	SUMMARY	\$242.50	\$-00	\$-00	\$242.50	\$-00	\$-00	\$242.50	
1/16/2020	SUMMARY	\$1,505.00	\$-00	\$-00	\$1,505.00	\$-00	\$-00	\$1,505.00	
1/17/2020	SUMMARY	\$1,697.50	\$-00	\$-00	\$1,697.50	\$-00	\$-00	\$1,697.50	
1/19/2020	SUMMARY	\$242.50	\$-00	\$-00	\$242.50	\$-00	\$-00	\$242.50	
1/20/2020	SUMMARY	\$665.00	\$-00	\$-00	\$665.00	\$-00	\$-00	\$665.00	
1/21/2020	SUMMARY	\$970.00	\$-00	\$-00	\$970.00	\$-00	\$-00	\$970.00	
1/22/2020	SUMMARY	\$437.50	\$-00	\$-00	\$437.50	\$-00	\$-00	\$437.50	
1/23/2020	SUMMARY	\$390.00	\$-00	\$-00	\$390.00	\$-00	\$-00	\$390.00	
1/25/2020	SUMMARY	\$130.00	\$-00	\$-00	\$130.00	\$-00	\$-00	\$130.00	
1/28/2020	SUMMARY	\$242.50	\$-00	\$-00	\$242.50	\$-00	\$-00	\$242.50	
1/31/2020	SUMMARY	\$-00	\$-00	\$-00	\$-00	\$(326.95)	\$-00	\$(326.95)	In February Bank
		\$18,800.00			\$18,800.00	\$(326.95)		\$18,473.05	

Consent Agenda Item #3

# Souhegan Cooperative School District Treasurer Report

## February-2020

Souhegan Cooperative School District		
Monthly Report of the Treasurer		
as of 2/29/2020		
Cash on hand	2/1/2020	\$2,514,722.72
Deposits		\$1,292,843.48
AP-PR		(\$1,260,953.82)
Balance on hand	2/29/2020	\$2,546,612.38

Capital Checking		
as of 2/29/2020		
Cash on hand	2/1/2020	\$1.33
Deposits		\$0.00
AP-PR		\$0.00
Balance on hand	2/29/2020	\$1.33

Field Maintenance Checking		
as of 2/29/2020		
Cash on hand	2/1/2020	\$37,937.47
Deposits		\$0.00
AP-PR		\$0.00
Balance on hand	2/29/2020	\$37,937.47

Filename: 2020-02-SCSD Treasurer Report.xlsx  
Month: 2/1/2020

Souhegan Cooperative School District  
 Monthly Reconciliation Report  
 Combined Accounts

	Peoples United *1925 Cash Management	Peoples United *9527 Municipal Checking	Peoples United *5661 Municipal Savings	TOTAL
<b>February-20</b>				
<b>2/29/2020</b>	<b>\$285,154.02</b>	<b>\$68,000.00</b>	<b>\$2,720,653.59</b>	<b>\$3,073,807.61</b>
<b>Outstanding Checks: (subtract)</b>				
a) Accounts Payable		<b>\$(147,754.67)</b>		
b) Payroll		<b>\$(379,440.56)</b>		
c) Payroll Direct Deposit & IRS				
<b>Total Outstanding</b>		<b>\$(527,195.23)</b>		<b>\$(527,195.23)</b>
<b>Reconciled Book Balance</b>				<b>\$2,546,612.38</b>
<b>Balance from Treasurer's Journal</b>				<b>\$2,546,612.38</b>
				-

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

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
<b>2/1/2020</b>	<b>Beginning Balance</b>					<b>\$2,514,722.72</b>
2/3/2020	Town of Amherst	\$986,940.00	2/4/2020	Payroll Direct Deposit pp16 v6283	(\$231,355.86)	\$3,270,306.86
2/21/2020	State of NH Project Reimbursement	\$5,389.91	2/4/2020	Payroll Direct Deposit pp16 v6284	(\$42,520.06)	\$3,233,176.71
2/10/2020	Deposit: Town of Mont Vernon, ASD, SAU39, Misc	\$256,529.06	2/18/2020	Payroll Direct Deposit pp17 v6287	(\$259,790.46)	\$3,229,915.31
2/19/2020	Deposit: ASD, misc	\$1,576.86	2/18/2020	Payroll Direct Deposit pp16 v6288	(\$71,899.69)	\$3,159,592.48
2/28/2020	Deposit: Merrimack SD, misc	\$20,782.06	2/6/2020	Payroll IRS pp16 v6286	(\$41,497.85)	\$3,138,876.69
2/11/2020	NSF Check	(\$20.00)	2/20/2020	Payroll IRS pp17 v6290	(\$57,801.08)	\$3,081,055.61
			2/7/2020	Payroll 457 pp16 v6285	(\$6,388.97)	\$3,074,666.64
			2/21/2020	Payroll 457 pp17 v6289	(\$6,223.15)	\$3,068,443.49
			2/21/2020	Payroll Mass DOR v6292	(\$1,514.88)	\$3,066,928.61
			2/6/2020	Payroll pp16 v16 ck6069665-6069678	(\$7,777.76)	\$3,059,150.85
			2/6/2020	Payroll pp16 v6282 ck6069679-6069680	(\$1,076.25)	\$3,058,074.60
			2/20/2020	Payroll pp17 v17 ck6069741-6069762	(\$16,520.05)	\$3,041,554.55
			2/20/2020	Payroll pp17 v6291 ck6069763-6069765	(\$5,383.08)	\$3,036,171.47
			2/27/2020	Payroll v6293 ck6069766-6069768	(\$373,060.22)	\$2,663,111.25
						\$2,663,111.25
						\$2,663,111.25
						\$2,663,111.25
						\$2,663,111.25
			2/13/2020	A/P v1746 ck6069681-6069740	(\$137,856.22)	\$2,525,255.03
			2/21/2020	A/P Void ck3068762	\$66.77	\$2,525,321.80
			2/21/2020	A/P Void ck3069222	\$111.22	\$2,525,433.02
						\$2,525,433.02
						\$2,525,433.02
2/29/2020	February Credit Card transactions	\$14,217.50				\$2,539,650.52
2/29/2020	February Food Service	\$5,756.55				\$2,545,407.07
						\$2,545,407.07
			2/4/2020	Authorize.net credit card fees for Jan	(\$25.00)	\$2,545,382.07
2/29/2020	February Interest - Cash Management	\$125.59	2/11/2020	Vantiv Credit Card fees for Jan MM-303	(\$114.28)	\$2,545,393.38
2/29/2020	February Interest - Municipal Savings	\$1,545.95	2/3/2020	Merchant Services fees for Jan BIPUMFIN	(\$326.95)	\$2,546,612.38
<b>2/29/2020</b>	<b>Ending Balances</b>	<b>\$1,292,843.48</b>			<b>(\$1,260,953.82)</b>	<b>\$2,546,612.38</b>
				Payroll Debits	(\$718,992.00)	
				Payroll Checks	(\$403,817.36)	
				AP Checks	(\$137,678.23)	
				Other Debits	(\$466.23)	

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>				
6069766	2/27/2020	HAMPSHIRE HILLS	6293 Payroll Ded	(\$1,161.60)
6069767	2/27/2020	HEALTHTRUST, INC.	6293 Payroll Ded	(\$202,523.88)
6069768	2/27/2020	NEW HAMPSHIRE RETIREMENT SYSTEM	6293 Payroll Ded	(\$169,374.74)
<b>Total Payroll Ded</b>				<b>(\$373,060.22)</b>
<b>Payroll</b>				
3069182	11/14/2019	Chistolini, Samuel K.	10 Payroll	(\$66.95)
3069296	12/12/2019	Chistolini, Samuel K.	12 Payroll	(\$23.44)
6069590	1/23/2020	Chistolini, Samuel K.	15 Payroll	(\$16.75)
6069597	1/23/2020	Withers, Julia E.	15 Payroll	(\$46.17)
6069665	2/6/2020	Chistolini, Samuel K.	16 Payroll	(\$63.61)
6069670	2/6/2020	Marotta, Danae A.	16 Payroll	(\$69.26)
6069677	2/6/2020	Tom, Vincent J.	16 Payroll	(\$390.41)
6069741	2/20/2020	Chistolini, Samuel K.	17 Payroll	(\$16.75)
6069742	2/20/2020	Ciotti, Jenny L	17 Payroll	(\$179.32)
6069747	2/20/2020	Marotta, Danae A.	17 Payroll	(\$455.98)
6069748	2/20/2020	Petrella, Robert A.	17 Payroll	(\$230.87)
6069749	2/20/2020	Pittera, Alex J	17 Payroll	(\$1,250.23)
6069751	2/20/2020	Thibodeau, Daniel	17 Payroll	(\$926.98)
6069754	2/20/2020	Garrity, Jonathan A.	17 Payroll	(\$627.75)
6069755	2/20/2020	Merra, Catherine E	17 Payroll	(\$627.75)
6069757	2/20/2020	Conley, Lynda A.	17 Payroll	(\$974.27)
6069760	2/20/2020	Sullivan, Claire P	17 Payroll	(\$23.44)
6069761	2/20/2020	Tom, Vincent J.	17 Payroll	(\$390.41)
<b>Total Payroll</b>				<b>(\$6,380.34)</b>
<b>Expense!</b>				
3068647	8/15/2019	EXTREME NETWORKS, INC.	1733 Expense!	(\$1,210.20)
6069324	12/12/2019	BARLOW, CHERYL	1741 Expense!	(\$58.70)
6069552	1/16/2020	LUTTIK-ENGERT, KAREN	1743 Expense!	(\$100.00)
6069609	1/30/2020	BALL, WILLIAM D.	1745 Expense!	(\$130.00)
6069610	1/30/2020	BARD COLLEGE	1745 Expense!	(\$500.00)
6069634	1/30/2020	GARVEY, PAULA	1745 Expense!	(\$164.08)
6069635	1/30/2020	HAGEN, WILLIAM	1745 Expense!	(\$137.60)
6069639	1/30/2020	JOSHI FLEGAL, SHEELU	1745 Expense!	(\$711.18)
6069640	1/30/2020	LIGHTHOUSE SCHOOL, INC.	1745 Expense!	(\$9,338.22)
6069643	1/30/2020	MONT VERNON SCHOOL DISTRICT	1745 Expense!	(\$128.95)
6069655	1/30/2020	TOWN OF AMHERST- DEPT. OF PUBLIC	1745 Expense!	(\$1,435.50)
6069681	2/13/2020	AMHERST POLICE DEPT	1746 Expense!	(\$252.00)
6069682	2/13/2020	APPLAUSE LEARNING RESOURCES	1746 Expense!	(\$793.40)
6069683	2/13/2020	APPLE COMPUTER, INC.	1746 Expense!	(\$1,495.00)
6069684	2/13/2020	BELLAVANCE BEVERAGE COMPANY, INC	1746 Expense!	(\$513.90)
6069685	2/13/2020	BUTLER'S BUS SERVICE, INC.	1746 Expense!	(\$7,018.79)
6069686	2/13/2020	C.O.R.E. VOCATIONAL SERVICES LLC	1746 Expense!	(\$9,520.00)
6069687	2/13/2020	CANON SOLUTIONS AMERICA, INC.	1746 Expense!	(\$865.05)
6069688	2/13/2020	CARING HANDS TRANSPORTATION LLC	1746 Expense!	(\$14,962.50)
6069689	2/13/2020	CARLE, NATHAN	1746 Expense!	(\$700.00)
6069690	2/13/2020	CED	1746 Expense!	(\$25,000.00)
6069691	2/13/2020	CENTRAL PAPER PRODUCTS CO.	1746 Expense!	(\$279.87)

SCSD Treasurer's Report  
Unreconciled Check Register

6069692	2/13/2020 CHARLAND, JIM	1746 Expense!	(\$65.00)
6069693	2/13/2020 COCA-COLA BEVERAGES NORTHEAST, I	1746 Expense!	(\$828.50)
6069694	2/13/2020 CONSOLIDATED COMMUNICATIONS, INC	1746 Expense!	(\$32.00)
6069695	2/13/2020 CPTE-MANCHESTER, INC.	1746 Expense!	(\$7,600.00)
6069696	2/13/2020 CRISIS PREVENTION INSTITUTE, INC	1746 Expense!	(\$150.00)
6069697	2/13/2020 DAVID FRENCH MUSIC CO., INC	1746 Expense!	(\$825.00)
6069698	2/13/2020 DEMOULAS SUPERMARKETS, INC.	1746 Expense!	(\$93.28)
6069699	2/13/2020 DIRECT ENERGY BUSINESS MARKETING	1746 Expense!	(\$6,252.56)
6069700	2/13/2020 ELECTRICAL SUPPLY OF MILFORD	1746 Expense!	(\$42.34)
6069701	2/13/2020 EMERSON, ANDREW	1746 Expense!	(\$700.00)
6069702	2/13/2020 EVERSOURCE	1746 Expense!	(\$12,560.35)
6069703	2/13/2020 F.W.WEBB COMPANY	1746 Expense!	(\$176.64)
6069704	2/13/2020 GARVEY, PAULA	1746 Expense!	(\$42.96)
6069705	2/13/2020 GAST, LEE	1746 Expense!	(\$700.00)
6069706	2/13/2020 GLOBAL EQUIPMENT COMPANY, INC	1746 Expense!	(\$132.80)
6069707	2/13/2020 GOVCONNECTION	1746 Expense!	(\$172.27)
6069708	2/13/2020 GRAINGER	1746 Expense!	(\$254.08)
6069709	2/13/2020 GW SHAW AND SON, INC.	1746 Expense!	(\$80.00)
6069710	2/13/2020 HAGEN, WILLIAM	1746 Expense!	(\$275.00)
6069711	2/13/2020 HILLYARD-MANCHESTER	1746 Expense!	(\$600.70)
6069712	2/13/2020 INTERIM HEALTH CARE	1746 Expense!	(\$220.00)
6069713	2/13/2020 KEVIN J. GRASSETT EXCAVATION	1746 Expense!	(\$1,747.50)
6069714	2/13/2020 LIBERTY UTILITIES	1746 Expense!	(\$4,335.07)
6069715	2/13/2020 LOCKITT, ALISON	1746 Expense!	(\$1,413.75)
6069716	2/13/2020 LOWE'S	1746 Expense!	(\$481.04)
6069717	2/13/2020 MUSIC & ARTS CENTERS	1746 Expense!	(\$1,200.00)
6069718	2/13/2020 NATALIE LAU-CHIEN	1746 Expense!	(\$2,128.50)
6069719	2/13/2020 NATIONAL ASSOCIATION FOR MUSIC	1746 Expense!	(\$135.00)
6069720	2/13/2020 NATIVE MAINE PRODUCE AND SPECIAL	1746 Expense!	(\$377.53)
6069721	2/13/2020 NEW HAMPSHIRE LEARNING INITIATIV	1746 Expense!	(\$1,592.00)
6069722	2/13/2020 PERFORMANCE FOOD GROUP	1746 Expense!	(\$5,179.61)
6069723	2/13/2020 PITNEY BOWES GLOBAL FINANCIAL SE	1746 Expense!	(\$169.98)
6069724	2/13/2020 POWER UP GENERATOR SERVICE	1746 Expense!	(\$100.00)
6069725	2/13/2020 REGIONAL SERVICES EDUCATION CEN	1746 Expense!	(\$385.00)
6069726	2/13/2020 RYAN, SCOTT	1746 Expense!	(\$197.52)
6069728	2/13/2020 SCHOOL NURSE SUPPLY CO	1746 Expense!	(\$247.95)
6069729	2/13/2020 SOUHEGAN HIGH SCHOOL-AF	1746 Expense!	(\$8,744.28)
6069730	2/13/2020 ST. ANN'S HOME, INC.	1746 Expense!	(\$5,459.52)
6069731	2/13/2020 SURPLUS DISTRIBUTION SECTION	1746 Expense!	(\$63.75)
6069732	2/13/2020 SWIFT, CHARLES	1746 Expense!	(\$228.00)
6069733	2/13/2020 SYNCB/AMAZON	1746 Expense!	(\$86.50)
6069734	2/13/2020 THE BOSTON SAX SHOP	1746 Expense!	(\$1,000.00)
6069735	2/13/2020 THE COUNTY STORE, INC.	1746 Expense!	(\$78.52)
6069736	2/13/2020 TOWN OF AMHERST- DEPT. OF PUBLIC	1746 Expense!	(\$132.21)
6069737	2/13/2020 TREMBLAY, JESSICA	1746 Expense!	(\$1,060.00)
6069738	2/13/2020 W.B. MASON CO., INC	1746 Expense!	(\$771.77)
6069739	2/13/2020 WADLEIGH, STARR & PETERS, P.L.L.	1746 Expense!	(\$495.00)
6069740	2/13/2020 WHITE BIRCH EDUCATIONAL SERVICES	1746 Expense!	(\$2,826.25)
Total Expense!			(\$147,754.67)
Total Expense Categories			(\$527,195.23)
Grand Total			(\$527,195.23)

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>
1/31/2019	January Closing Balance					\$30,311.44
2/28/2019	February Closing Balance					\$30,311.44
3/31/2019	March Closing Balance					\$30,311.44
4/30/2019	April Closing Balance					\$30,311.44
5/31/2019	May Closing Balance					\$30,311.44
6/24/2019	Deposit		Amherst Field Use	\$7,626.03		\$37,937.47
6/30/2019	June Closing Balance					\$37,937.47
7/31/2019	July Closing Balance					\$37,937.47
8/31/2019	August Closing Balance					\$37,937.47
9/30/2019	September Closing Balance					\$37,937.47
10/31/2019	October Closing Balance					\$37,937.47
11/30/2019	November Closing Balance					\$37,937.47
12/31/2019	December Closing Balance					\$37,937.47
1/31/2020	January Closing Balance					\$37,937.47
<b>2/29/2020</b>	<b>February Closing Balance</b>					<b>\$37,937.47</b>



Souhegan Cooperative School District  
Capital Funds Checking

**Souhegan Cooperative School District  
Capital Funds Checking**

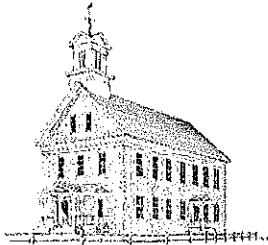
	<b>Date</b>	<b>Type</b>	<b>Check #</b>	<b>Description</b>	<b>Credit</b>	<b>Debit</b>	<b>Balance</b>
FY17	6/30/2017	Closing Balance					\$10,723.41
FY18	6/30/2018	Closing Balance					\$8,040.63
FY20	7/31/2019	Interest			\$3.65		\$8,087.78
FY20	7/31/2019	Closing Balance					\$8,087.78
FY20	8/31/2019	Interest			\$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
FY20	1/16/2020	Transfer out		Transfer to Checking		(\$8,102.91)	\$0.00
FY20	1/31/2020	Interest			\$1.33		\$1.33
FY20	1/31/2020	Closing Balance					\$1.33
<b>FY20</b>	<b>2/29/2020</b>	<b>Closing Balance</b>					<b>\$1.33</b>

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
2/4/2020	SUMMARY	\$392.50	\$-00	\$-00	\$392.50	\$-00	\$-00	\$392.50	
2/5/2020	SUMMARY	\$2,875.00	\$-00	\$-00	\$2,875.00	\$-00	\$-00	\$2,875.00	
2/6/2020	SUMMARY	\$2,667.50	\$-00	\$-00	\$2,667.50	\$-00	\$-00	\$2,667.50	
2/11/2020	SUMMARY	\$242.50	\$-00	\$-00	\$242.50	\$-00	\$-00	\$242.50	
2/12/2020	SUMMARY	\$727.50	\$-00	\$-00	\$727.50	\$-00	\$-00	\$727.50	
2/13/2020	SUMMARY	\$485.00	\$-00	\$-00	\$485.00	\$-00	\$-00	\$485.00	
2/14/2020	SUMMARY	\$1,017.50	\$-00	\$-00	\$1,017.50	\$-00	\$-00	\$1,017.50	
2/15/2020	SUMMARY	\$915.00	\$-00	\$-00	\$915.00	\$-00	\$-00	\$915.00	
2/17/2020	SUMMARY	\$1,455.00	\$-00	\$-00	\$1,455.00	\$-00	\$-00	\$1,455.00	
2/18/2020	SUMMARY	\$242.50	\$-00	\$-00	\$242.50	\$-00	\$-00	\$242.50	
2/19/2020	SUMMARY	\$1,257.50	\$-00	\$-00	\$1,257.50	\$-00	\$-00	\$1,257.50	
2/20/2020	SUMMARY	\$970.00	\$-00	\$-00	\$970.00	\$-00	\$-00	\$970.00	
2/21/2020	SUMMARY	\$727.50	\$-00	\$-00	\$727.50	\$-00	\$-00	\$727.50	
2/22/2020	SUMMARY	\$242.50	\$-00	\$-00	\$242.50	\$-00	\$-00	\$242.50	
2/29/2020	SUMMARY	\$242.50	\$-00	\$-00	\$242.50	\$(249.84)	\$-00	\$(7.34)	Fees in March bank
		\$14,460.00			\$14,460.00	\$(249.84)		\$14,210.16	

Consent Agenda item #4

# 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:** 03/23/2020  
**To:** Adam Steel, Superintendent of Schools  
**From:** Sarah Jardim-Lee, Accountant  
**Re:** Unanticipated Revenue

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Unanticipated revenue in the amount of \$700.00 has been received by the Souhegan Cooperative School District this month.

**Requested Board Actions**

1. Motion: To accept unanticipated revenue of \$700.00 from HealthTrust to be used for teacher and staff wellness programs. These funds shall be accepted into the General Fund.

Citizens Bank®

New Hampshire  
011401533

665238



Health Account  
PO BOX 617  
CONCORD, NH 03302-0617

DATE  
Jan 13, 2020

AMOUNT  
\$700.00

Pay Seven Hundred Dollars and 00 Cents

TO THE ORDER OF **Souhegan Cooperative School District**  
PO Box 849  
Amherst, NH 03031-0849



Health Account

665238

Vendor ID  
850

Vendor  
Souhegan Cooperative School District

Check Date  
01/13/2020

Voucher Number  
90301755

Invoice Number  
WCOORD-1206

Description  
WCOORD-1206

Document Date  
01/10/2020

Amount  
\$700.00

TOTALS: \$700.00



Health Account

665238

Vendor ID  
850

Vendor  
Souhegan Cooperative School District

Check Date  
01/13/2020

Voucher Number  
90301755

Invoice Number  
WCOORD-1206

Description  
WCOORD-1206

Document Date  
01/10/2020

Amount  
\$700.00

TOTALS: \$700.00

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

### Consent Agenda item #5

## KFA - PUBLIC CONDUCT ON SCHOOL PROPERTY

*Category: Recommended*

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

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

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

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

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

### **Legal References:**

*RSA 193:11, Disturbance*

*RSA 635:2, Criminal Trespass*

## AMHERST, MONT VERNON, and SOUHEGAN POLICY

### Consent Agenda Item #6

## JIC - STUDENT CONDUCT

*Category: Recommended*

*Related Policies: JICD, JICDD, JICK*

### **Student conduct is to adhere to the following behavioral expectations:**

1. Respect and encourage the right to teach and the right to learn at all times.
2. Be actively engaged in the learning; ask questions, collaborate, and seek solutions.
3. Be on time to fulfill your daily commitments.
4. Be appropriate; demonstrate behavior that is considerate of the community, the campus, and yourself.
5. Be truthful; communicate honestly.
6. Be responsible and accountable for your choices.

#### ***A. General Conduct Standards and Disciplinary Concepts.***

Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other Board policies or is otherwise inappropriate is prohibited. Students are expected to maintain appropriate classroom behavior that allows teachers and staff to perform their professional duties effectively and without disruption.

Students will conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others, while on School District property or on property within the jurisdiction of the School District; while on school owned and/or operated school or chartered vehicles; and/or while attending or engaged in school activities. Students may also be disciplined for off-campus behavior in accordance with the provisions of Policies [JICDD](#) and [JICK](#).

Terms, and levels of discipline are established in Policy [JICD](#), as are the due process procedures to be afforded relative to each level of discipline. Disciplinary measures as defined in that policy include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

**JIC - STUDENT CONDUCT**

***B. Implementation and Notice.***

The School Board delegates to the Superintendent the responsibility of adopting and implementing such age-appropriate rules and regulations for each school as he/she, in consultation with the appropriate building Principal, deems necessary to implement this policy.

The content of RSA 193:13, this policy, and any such rules and regulations adopted hereunder, shall be printed in the student handbook(s) and distributed to all students, and parents/guardians. The Superintendent shall also assure that this policy, the content of 193:13, and any such rules and regulations adopted under this policy are made available on the District's website, with additional notice provided to the student body as the Superintendent or building Principal deems appropriate (e.g., periodic postings and notices).

Rules and regulations adopted and published under this policy will be deemed to be regulations and policies of the School Board and maintained as School Board records. The Superintendent shall provide to the School Board copies of all student handbook(s), and other rules and the regulations adopted under this policy. The School Board retains the authority to modify, supersede, or suspend any such rules and regulations consistent with the Board's statutory authority, and other Board policies regarding review of administrative rules, regulations and procedures.

***C. Parental Notification of Simple Assaults.***

Pursuant to RSA 193-D:4, I (b), the Superintendent is directed to adopt and implement procedures to require timely notice to the parents/guardians of any student (victim or perpetrator) involved in a simple assault occurring during the school day or during any school sponsored activity, when such simple assault causes: any form of bodily injury, including bruising or discoloration, or would otherwise constitute a disciplinable offense under either District or building rules of conduct. For purposes of this policy, "simple assault" shall have the same meaning as that provided in RSA 631:2-a (a simple assault occurs when one purposefully or knowingly causes bodily injury or unprivileged physical contact to another; or recklessly causes bodily injury to another or negligently causes bodily injury to another by means of a deadly weapon).

***D. Disciplinary Removal of Students with Disabilities.***

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

## AMHERST, MONT VERNON, and SOUHEGAN POLICY

### JIC - STUDENT CONDUCT

#### Legal References:

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

*RSA 193-D:4, Written Report Required*

*RSA 631:2-a, Simple Assault*

*NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline*

*NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate*

*NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary Procedures*

Revised: November 18, 2019 (JICD)

Adopted: October 16, 2008 (Souhegan – JICD)



# Souhegan Cooperative School Board

Monday, March 23, 2020

First Reading Policies:

- JLCJ- Concussions and Head Injuries
- JFABD- Admission of Homeless Students

## AMHERST, MONT VERNON, and SOUHEGAN POLICY

### JLCJ - CONCUSSIONS AND HEAD INJURIES

*Category: Priority/Required By Law*

The School Board recognizes that concussions and head injuries are commonly encountered injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District students, this policy will apply to all school sponsored activities.

The District will utilize recommended guidelines (for example the National Federation of High School Sports (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA)), procedures and other pertinent information to inform and educate students, school personnel and supervising adults, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play or participate in an activity after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians and students at the time of registration and prior to a student's initial practice or event.

For purposes of this policy, "head injury" means injuries to the scalp, skull, or brain caused by trauma, and shall include a concussion. All coaches, including volunteers, will complete concussion training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions. This policy applies to any school sponsored activities, or any activity during the school day, where a head injury occurs.

#### **Athletic Director or Administrator in Charge of Athletic Duties**

Updating: Each Spring, the athletic director or administrator in charge of athletic duties shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA. If there are any updated procedures, they will be adopted and used for the upcoming school year.

Coach Training: All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic.

#### **Removal From Play/Activity and Protocol For Return To Play/Activity**

Any coach, official, licensed athletic trainer, responsible adult, or health care provider who suspects that a student has sustained a concussion or head injury in a practice, game, or activity shall immediately remove the student from play or activity. A student who has been removed shall not return on the same day or until he/she is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider to return. The student shall also present written permission from a parent/guardian to return.

**JLCJ - CONCUSSIONS AND HEAD INJURIES**

The District may limit a student's participation as determined by the student's treating health care provider.

**Concussion Awareness and Education**

Administrative Responsibilities: The Superintendent or administrator will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

The District will include concussion awareness and education into physical education and/or health education curriculum.

**Academic Issues in Concussed Students**

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician.

Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law.

**Reporting**

The Athletic Director (or Building Administrator) shall report to the school board in September of each year the number of head injuries and suspected or confirmed concussions that occurred in the prior school year in all extra-curricular activities (including Varsity, JV, Freshmen, Middle School teams, Elementary School teams, and school club athletics), broken down by sport or activity.

The School Nurse (or Building Administrator) shall report to the school board in September of each year the number of head injuries and suspected or confirmed concussions that occurred in the prior school year in all school day or school sponsored activities, academic or otherwise, broken down by activity.

**Legal References**

*RSA 200:49, Head Injury Policies for Student Sport*

*RSA 200:50, Removal of Student-Athlete*

*RSA 205:51, School Districts; Limitation of Liability*

*RSA 200:52, Definitions*

## AMHERST, MONT VERNON and SOUHEGAN POLICY

### JFABD - ADMISSION OF HOMELESS STUDENTS

*Category: Priority/Required by Law*

*Related Policies: EEA, JFA, & JFAA*

It is the Board's intent to remove barriers to the identification, enrollment and retention in schools of homeless children and youth. All staff shall take reasonable steps to ensure that homeless students and children are not segregated or stigmatized and that educational decisions are made in the best interests of those students.

#### **A. Homeless Students.**

Under the federal McKinney-Vento Homeless Assistance Act (“McKinney-Vento”), and guidance provided by the New Hampshire Department of Education (“NHDOE”), the term “homeless children and youths” means “individuals who lack a fixed, regular and adequate nighttime residence.” Under both section 752(2) of McKinney-Vento and the NHDOE guidance\*, the term includes children and youth who are:

1. sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals;
5. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
7. are migratory children who qualify as homeless because they are living in circumstances described above.

Additionally, as used in this policy, the terms “unaccompanied youth,” “school of origin,” “enrollment,” and “attendance area school” shall have the same meanings as set forth in the McKinney-Vento Homeless Assistance Act (“McKinney-Vento”) and guidance provided by the New Hampshire Department of Education (“NHDOE”). For purposes of this policy and its accompanying regulation, “homeless students” shall refer to and include “homeless children and youth” and “unaccompanied youth.”

\*Note: under RSA 193:12, IV, the definition of “homeless children and youth” also includes children “awaiting foster care placement”, see RSA 193:12, IV (a). That criterion, however, was removed from McKinney-Vento in 2015 as well as NHDOE guidance documents regarding McKinney-Vento. Under both McKinney-Vento, and NHDOE guidance, children who are awaiting foster care may fall within the definition of a homeless student if they meet other criteria as set forth above.

Each homeless student shall have access to and shall be provided education services for which the student is eligible comparable to services provided to other students in the school, including career and technical education programs, gifted education programs, and school nutrition programs. Transportation services for homeless students shall be provided in accordance with applicable law and as generally described below.

**JFABD - ADMISSION OF HOMELESS STUDENTS**

**B. Enrollment and School Stability.**

Enrollment of a homeless student shall be immediate even if the homeless student lacks records routinely required prior to enrollment or has missed application or enrollment deadlines (academic, immunization, etc.). The District shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible, the District shall seek immunization through no- or low-cost health care providers. If an expense is incurred, the District shall seek reimbursement through Medicaid if possible.

If a homeless student becomes permanently housed during the school year, the student shall no longer be considered homeless and may only continue enrollment in the District for the remainder of that school year.

**C. Homeless Liaison.**

The Superintendent shall appoint a staff member to serve as the local liaison for homeless students and their families/guardians (the “Homeless Liaison” or the “District Homeless Liaison”). The District shall provide training and other technical assistance to Homeless Liaison and other appropriate District staff regarding the District’s obligations to homeless students. Duties of the District Homeless Liaison shall be as provided in state and federal law, as well as local policies and procedures. The duties shall include, among others: procedures for identification, enrollment, transportation, dispute resolution for homeless students, as well as direct assistance shall be made in accordance with the accompanying regulation and applicable law.

Among other things, the District Homeless Liaison shall:

- a) assist in requesting the student’s records;
- b) mediate and assist with disputes concerning school enrollment and homelessness determinations;
- c) assist in making transportation arrangements;
- d) ensure that homeless students receive the educational services for which they are eligible or entitled;
- e) coordinate with other Districts, entities, institutions and agencies to help assure that homeless children and youths are identified by school personnel;
- f) ensure that unaccompanied youth and/or parents of homeless students are informed of the educational and related opportunities available to homeless students;
- g) work to assure that parents/guardians of such students are provided with opportunities to participate in the education of their children (excepting instances when court or other protective orders indicate otherwise);
- h) ensure that unaccompanied youth and/or parents of homeless students are informed of all transportation services including transportation to the school of origin;
- i) assure that notice is publicly disseminated of the educational rights of homeless children and youths;
- j) coordinate with other Districts and with local social services agencies and other agencies or programs providing services to homeless students as needed;

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- k) assist any unaccompanied youth with enrollment, credit accrual, and career and college readiness decisions;
- l) work with the Superintendent or designee to monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies (e.g., DCYF, NHDOE, and the U.S. Department of Education).

#### **D. Enrollment Determinations for Homeless Students.**

Enrollment determinations shall be based upon the best interests of the homeless student, with the presumption that keeping the homeless student in the school of origin is in the homeless student's best interests, except when doing so is contrary to the request of the parent/guardian, or if applicable, unaccompanied youth.

#### **E. Transportation of Homeless Students.**

Under McKinney-Vento, homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the homeless student is located outside of District boundaries but a determination has been made that the student shall remain in the school of origin within the District, or, if a homeless student is located within this District, but a determination had been made that the student shall remain in the school of origin outside of the District, then the two Districts shall agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally.

#### **F. Dispute Resolution.**

For any decision in the enrollment process of a homeless student, including any determination whether a living situation meets the definition of homeless, if the decision is in conflict with the wishes of the homeless student's parent/guardian, or, if applicable, the unaccompanied youth, the District shall provide a written explanation, in a manner and form understandable to the student's parent, guardian or unaccompanied youth. District personnel receiving enrollment requests or information pertaining to homeless students should immediately refer those request to the District Homeless Liaison and Superintendent's office.

In the event of a dispute, the District shall immediately enroll the student in the school in which the parent/guardian or unaccompanied youth seeks to enroll, which enrollment shall continue pending resolution of the dispute. Additionally, while enrollment disputes are pending, students have the right to participate fully in school and receive all services for which they would be eligible, as the definition of enrollment includes "attending classes and participating fully in school activities."

##### **1. Notification of Appeal Process.**

If the District seeks to place a homeless child in a school other than the school of origin or the school requested by the parent, or the District has determined that the living situation does not qualify as homeless ("eligibility decision"), the District shall inform the parent or the unaccompanied youth of the right to appeal. The District shall provide the parent or unaccompanied youth with written notice including:

- a. A succinct explanation of the child's placement/eligibility decision and contact information for the District Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth;
- b. Notification of the parent's right to appeal(s);

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- c. Notification of the right to enroll in the school of choice pending resolution of the dispute;
- d. A description of the dispute resolution process including a petition/appeal form that can be returned to the school to initiate the process and timelines; and
- e. A summary of the McKinney-Vento Act.

While the Superintendent or Homeless Liaison may prepare and make available forms for the process, use of such forms is not required to initiate the appeal process.

#### **2. Appeal to the District Homeless Liaison – Level I.**

- a. If the parent or unaccompanied youth disagrees with the District’s placement decision, he/she/they may appeal by filing a written request for dispute resolution/appeal (“appeal”) with the school, the District Homeless Liaison, or Superintendent. The request for dispute resolution should be submitted within fifteen business days of receiving notification of the District’s placement.
- b. If the appeal/request for dispute resolution is submitted to the school or Superintendent, it will be immediately forwarded to the Homeless Liaison.
- c. The District Homeless Liaison must log the complaint including a brief description of the situation and reason for the dispute and the date and time of the appeal was filed. Upon receipt, the District Homeless Liaison will forward a copy of the appeal document to the Superintendent.
- d. Within five business days of the receiving the appeal, the Homeless Liaison must provide the parent or unaccompanied youth with a written decision and notification of the parent’s right to further appeal, with a copy to the Superintendent. At this time, the Homeless Liaison will also provide to the parent or unaccompanied youth an “appeals package” consisting of a copy of the written decision, a copy of the original appeal document, and copies of any additional materials provided to the Homeless Liaison by the parent or unaccompanied youth.

#### **3. Appeal to the Superintendent – Level II.**

The parent or unaccompanied youth may appeal the Level I decision to the Superintendent or the Superintendent’s designee, using the appeals package provided at Level I.

- a. The Superintendent/designee will arrange for a personal conference to be held with the parent or unaccompanied youth within five business days of receiving the Level I appeals package. (Upon the request of the parent or unaccompanied youth, this conference may be held telephonically).
- b. Within five business days of the conference with the parent or unaccompanied youth, the Superintendent/designee will provide that individual with a written decision with supporting evidence and notification of their right to appeal to NHDOE.

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- c. The Superintendent/designee shall provide a copy of the Superintendent's decision to the District's Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth.

#### **G. Records.**

The District shall maintain copies of all written decisions, appeals and notifications concerning eligibility or enrollment requests made under this policy for the same period as it does for Title I records.

#### **Legal References:**

- 20 U.S.C. 1232g (Family Educational Rights and Privacy Act – “FERPA”)*
- 20 U.S.C. 1701-1758 (Equal Educational Opportunities Act of 1974 – “EEOA”)*
- 20 U.S.C. 6313(c)(3) (reservation of Title I funding for homeless children and youths)*
- 42 U.S.C. §11431 and §11432 (McKinney-Vento Homeless Assistance Act – Education for Homeless Children and Youth)*
- Plyler v. Doe, 457 U.S. 202 (1982)*
- RSA 193:12, Legal Residence Required*
- NH Code of Administrative Rules, Section Ed 306.04(a)(19), Homeless Students*