

# 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, May 11<sup>th</sup>, 2020 - 8:10 pm (approx.)

**Meeting to begin immediately after the SAU #39 Board Meeting (6-8 pm)**

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

**Please click the link below to join the webinar:**

<https://zoom.us/j/95938610045>

Meeting ID: 959 3861 0045

One tap mobile

+13126266799,,95938610045# US (Chicago)

+16465588656,,95938610045# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 959 3861 0045

Find your local number: <https://zoom.us/u/amoJ62HLA>

Agenda Item	Desired Action	Backup Materials
Call to Order	<i>Chair of the Souhegan Cooperative School Board, Mr. Pim Grondstra, to call the meeting to order.</i>	None
Opening Items	<i>Board to review the Opening Items</i>	None
Consent Agenda – Approval	<i>1. March 2020 Treasurer’s Report</i>	March 2020 Treasurer’s Report
First Reading Policies- DAF, EHAB, and IJL/KEC	<i>Board to review policies DAF- Administration of Federal Grants, EHAB- Data Governance and Security, and IJL/KEC- Learning Resources Selection and Reconsideration</i>	Policies DAF, EHAB and IJL/KEC
Action Items- Discussion	<i>Board to discuss open action items</i>	None

UFB Update and End of Year Projects	<i>SAU #39 Business Administrator, Ms. Michele Croteau, to update the Board on the UFB and review possible end of year projects</i>	SCSD URFB Summary SHS End of Year Projects 2020
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PPC Policies for Approval- GCBA, GCM and GCBDA	<i>Board to review and approve amended policies to implement FY' 21-24 PPC Agreement</i>	Policies GCBA, GCM, and GCBDA
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Non- Public Session	<i>RSA 91 A:3 II ( )</i>	
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Meeting Adjourned		
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# Souhegan Cooperative School District Treasurer Report

Consent Agenda Item #1

## March-2020

Souhegan Cooperative School District		
Monthly Report of the Treasurer		
as of 3/31/2020		
Cash on hand	3/1/2020	\$2,546,612.38
Deposits		\$1,092,194.70
AP-PR		(\$1,617,296.06)
Balance on hand	3/31/2020	\$2,021,511.02

Capital Checking		
CLOSED as of 3/31/2020		
Cash on hand	3/1/2020	\$1.33
Deposits		\$5.00
AP-PR		(\$6.33)
Balance on hand	3/31/2020	\$0.00

Field Maintenance Checking		
as of 3/31/2020		
Cash on hand	3/1/2020	\$37,937.47
Deposits		\$0.00
AP-PR		\$0.00
Balance on hand	3/31/2020	\$37,937.47

Filename: 2020-03-SCSD Treasurer Report.xlsx  
Month: 3/1/2020

Souhegan Cooperative School District  
 Monthly Reconciliation Report  
 Combined Accounts

<b>March-20</b>	<b>Peoples United</b>	<b>Peoples United</b>	<b>Peoples United</b>	
	<b>*1925</b>	<b>*9527</b>	<b>*5661</b>	<b>TOTAL</b>
	<b>Cash Management</b>	<b>Municipal Checking</b>	<b>Municipal Savings</b>	
<b>3/31/2020</b>	<b>\$186,668.20</b>	<b>\$68,000.00</b>	<b>\$2,246,878.28</b>	<b>\$2,501,546.48</b>
<b>Outstanding Checks: (subtract)</b>				
<b>a) Accounts Payable</b>		<b>\$(124,359.54)</b>		
<b>b) Payroll</b>		<b>\$(355,675.92)</b>		
<b>c) Payroll Direct Deposit &amp; IRS</b>				
<b>Total Outstanding</b>		<b>\$(480,035.46)</b>		<b>\$(480,035.46)</b>
<b>Reconciled Book Balance</b>				<b>\$2,021,511.02</b>
<b>Balance from Treasurer's Journal</b>				<b>\$2,021,511.02</b>
				<b>-</b>

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

<b>Date</b>	<b>Deposits Description</b>	<b>Deposit Total</b>	<b>Date</b>	<b>Expenditures Description</b>	<b>Amount</b>	<b>Balance</b>
<b>3/1/2020</b>	<b>Beginning Balance</b>		<b>3/1/2020</b>	<b>Beginning Balance</b>		<b>\$2,546,612.38</b>
3/2/2020	Town of Amherst	\$986,940.00	3/3/2020	Payroll Direct Deposit pp18 v6295	(\$39,843.22)	\$3,493,709.16
3/2/2020	State of NH Project Reimbursement	\$12,547.97	3/3/2020	Payroll Direct Deposit pp18 v6294	(\$213,036.69)	\$3,293,220.44
3/13/2020	State of NH Project Reimbursement	\$5,210.23	3/17/2020	Payroll Direct Deposit pp19 v6299	(\$232,981.98)	\$3,065,448.69
3/19/2020	State of NH Project Reimbursement	\$14,960.23	3/17/2020	Payroll Direct Deposit pp19 v6300	(\$42,658.88)	\$3,037,750.04
3/9/2020	Deposit: ASD	\$518.16	3/31/2020	Payroll Direct Deposit pp20 v6307	(\$42,241.90)	\$2,996,026.30
3/11/2020	Deposit: SAU39, misc	\$59,046.03	3/31/2020	Payroll Direct Deposit pp20 v6306	(\$227,798.00)	\$2,827,274.33
3/31/2020	Deposit: ASD, SAU39	\$3,276.00	3/5/2020	Payroll IRS pp18 v6297	(\$37,443.04)	\$2,793,107.29
			3/19/2020	Payroll IRS pp19 v6302	(\$42,528.52)	\$2,750,578.77
			3/6/2020	Payroll 457 pp18 v6296	(\$5,560.84)	\$2,745,017.93
			3/23/2020	Payroll 457 pp19 V6301	(\$6,810.07)	\$2,738,207.86
			3/25/2020	Payroll Mass DOR v6304	(\$1,553.67)	\$2,736,654.19
			3/5/2020	Payroll pp18v18 ck6069769-6069781	(\$6,497.63)	\$2,730,156.56
			3/19/2020	Payroll pp19 v19 ck6069851-6069867	(\$8,437.40)	\$2,721,719.16
			3/5/2020	Payroll pp18 v6298 ck6069782-6069783	(\$1,045.00)	\$2,720,674.16
			3/19/2020	Payroll pp19 v6303 ck6069868-6069870	(\$9,686.62)	\$2,710,987.54
			3/19/2020	Payroll v6305 ck6069945-6069947	(\$350,054.60)	\$2,360,932.94
						\$2,360,932.94
						\$2,360,932.94
						\$2,360,932.94
			3/5/2020	A/P v1747 ck6069784-6069850	(\$228,407.77)	\$2,132,525.17
			3/19/2020	A/P v1748 ck6069871-6069944	(\$120,344.30)	\$2,012,180.87
						\$2,012,180.87
						\$2,012,180.87
						\$2,012,180.87
3/31/2020	March Credit Card transactions	\$4,542.50				\$2,016,723.37
3/31/2020	March Food Service	\$3,806.53				\$2,020,529.90
						\$2,020,529.90
			3/3/2020	Authorize.net credit card fees for Feb	(\$23.10)	\$2,020,506.80
3/31/2020	March Interest - Cash Management	\$122.36	3/10/2020	Vantiv Credit Card fees for Feb MM-303	(\$92.99)	\$2,020,536.17
3/31/2020	March Interest - Municipal Savings	\$1,224.69	3/3/2020	Merchant Services fees for Feb BIPUMFIN	(\$249.84)	\$2,021,511.02
<b>3/31/2020</b>	<b>Ending Balances</b>	<b>\$1,092,194.70</b>			<b>(\$1,617,296.06)</b>	<b>\$2,021,511.02</b>
				Payroll Debits	(\$892,456.81)	
				Payroll Checks	(\$375,721.25)	
				AP Checks	(\$348,752.07)	
				Other Debits	(\$365.93)	

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>					
6069945	3/19/2020	HAMPSHIRE HILLS	6305	Payroll Ded	(\$1,161.60)
6069946	3/19/2020	HEALTHTRUST, INC.	6305	Payroll Ded	(\$201,832.48)
6069947	3/19/2020	NEW HAMPSHIRE RETIREMENT SYSTEM	6305	Payroll Ded	(\$147,060.52)
<b>Total Payroll Ded</b>					<b>(\$350,054.60)</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)
6069741	2/20/2020	Chistolini, Samuel K.	17	Payroll	(\$16.75)
6069747	2/20/2020	Marotta, Danae A.	17	Payroll	(\$455.98)
6069749	2/20/2020	Pittera, Alex J	17	Payroll	(\$1,250.23)
6069769	3/5/2020	Chistolini, Samuel K.	18	Payroll	(\$23.44)
6069774	3/5/2020	Marotta, Danae A.	18	Payroll	(\$300.14)
6069780	3/5/2020	Tom, Vincent J.	18	Payroll	(\$390.41)
6069857	3/19/2020	Marotta, Danae A.	19	Payroll	(\$184.70)
6069858	3/19/2020	Petrella, Robert A.	19	Payroll	(\$277.05)
6069865	3/19/2020	Sullivan, Claire P	19	Payroll	(\$56.92)
6069866	3/19/2020	Tom, Vincent J.	19	Payroll	(\$390.41)
6069867	3/19/2020	Whelan, Sean M	19	Payroll	(\$2,058.37)
<b>Total Payroll</b>					<b>(\$5,621.32)</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)
6069692	2/13/2020	CHARLAND, JIM	1746	Expense!	(\$65.00)
6069788	3/5/2020	Berger, Natalie J.	1747	Expense!	(\$66.77)
6069805	3/5/2020	GARVEY, PAULA	1747	Expense!	(\$222.38)
6069815	3/5/2020	LIGHTHOUSE SCHOOL, INC.	1747	Expense!	(\$7,781.85)
6069819	3/5/2020	MILFORD SCHOOL DISTRICT	1747	Expense!	(\$4,168.65)
6069827	3/5/2020	PFLUGER, CARLEEN	1747	Expense!	(\$130.00)
6069847	3/5/2020	UNIVERSAL ENVIRONMENTAL CONSULTA	1747	Expense!	(\$749.70)
6069871	3/19/2020	Airex Filter Corporation	1748	Expense!	(\$157.48)
6069872	3/19/2020	AMAZON	1748	Expense!	(\$1,468.90)
6069873	3/19/2020	AMHERST POLICE DEPT	1748	Expense!	(\$756.00)
6069874	3/19/2020	BASIX AUTOMATION INTEGRATORS INC	1748	Expense!	(\$542.50)
6069875	3/19/2020	BATTERIES+BULBS	1748	Expense!	(\$689.94)
6069876	3/19/2020	BELLAVANCE BEVERAGE COMPANY, INC	1748	Expense!	(\$1,126.35)
6069877	3/19/2020	BIO-RAD LABORATORIES INC.	1748	Expense!	(\$249.00)
6069878	3/19/2020	BLICK ART MATERIALS	1748	Expense!	(\$177.99)
6069879	3/19/2020	BUDGET DOCUMENT TECHNOLOGY	1748	Expense!	(\$36.50)
6069881	3/19/2020	C.O.R.E. VOCATIONAL SERVICES LLC	1748	Expense!	(\$8,085.00)
6069882	3/19/2020	CANON SOLUTIONS AMERICA, INC.	1748	Expense!	(\$72.89)
6069883	3/19/2020	CAROLINA BIOLOGICAL SUPPLY	1748	Expense!	(\$265.79)
6069884	3/19/2020	CED	1748	Expense!	(\$576.00)
6069885	3/19/2020	CENTRAL PAPER PRODUCTS CO.	1748	Expense!	(\$413.17)
6069886	3/19/2020	COCA-COLA BEVERAGES NORTHEAST, I	1748	Expense!	(\$1,272.45)
6069887	3/19/2020	COLLABORATIVE FOR EDUCATIONAL SE	1748	Expense!	(\$925.00)
6069888	3/19/2020	COLLINS SPORTS MEDICINE	1748	Expense!	(\$227.33)

SCSD Treasurer's Report  
Unreconciled Check Register

6069889	3/19/2020 CONSOLIDATED COMMUNICATIONS, INC	1748 Expense!	(\$38.27)
6069890	3/19/2020 CPTE-MANCHESTER, INC.	1748 Expense!	(\$3,800.00)
6069891	3/19/2020 CROTCHED MOUNTAIN REHABILITATION	1748 Expense!	(\$250.00)
6069892	3/19/2020 DEVELOPMENTAL RESOURCES	1748 Expense!	(\$378.00)
6069893	3/19/2020 DIRECT ENERGY BUSINESS MARKETING	1748 Expense!	(\$5,867.69)
6069894	3/19/2020 DOUCET, ANTHONY	1748 Expense!	(\$700.00)
6069895	3/19/2020 Driscoll, Kelly L.	1748 Expense!	(\$220.00)
6069896	3/19/2020 ELECTRICAL SUPPLY OF MILFORD	1748 Expense!	(\$1,102.33)
6069897	3/19/2020 EVERSOURCE	1748 Expense!	(\$12,592.87)
6069898	3/19/2020 F.W.WEBB COMPANY	1748 Expense!	(\$558.55)
6069899	3/19/2020 FANTINI BAKING COMPANY	1748 Expense!	(\$61.54)
6069900	3/19/2020 FLYTHE, JANE	1748 Expense!	(\$694.70)
6069901	3/19/2020 GARVEY, PAULA	1748 Expense!	(\$156.28)
6069902	3/19/2020 GRAY CONSULTING AND THERAPY, LLC	1748 Expense!	(\$705.25)
6069903	3/19/2020 HAMPSHIRE HILLS	1748 Expense!	(\$1,710.00)
6069904	3/19/2020 HERSHEY ICE CREAM	1748 Expense!	(\$276.00)
6069905	3/19/2020 HM RECEIVABLES CO., LLC	1748 Expense!	(\$449.25)
6069906	3/19/2020 HP HOOD LLC	1748 Expense!	(\$197.81)
6069907	3/19/2020 HUDSON SCHOOL DISTRICT- SAU #81	1748 Expense!	(\$747.42)
6069908	3/19/2020 INTERIM HEALTH CARE	1748 Expense!	(\$60.00)
6069909	3/19/2020 INTRADO INTERACTIVE SERVICES COR	1748 Expense!	(\$267.75)
6069910	3/19/2020 JOHNSON CONTROLS FIRE PROTECTION	1748 Expense!	(\$1,730.90)
6069911	3/19/2020 LIBERTY UTILITIES	1748 Expense!	(\$4,009.91)
6069912	3/19/2020 LOCKITT, ALISON	1748 Expense!	(\$845.00)
6069913	3/19/2020 LOWE'S	1748 Expense!	(\$85.62)
6069914	3/19/2020 M-F ATHLETIC COMPANY	1748 Expense!	(\$959.50)
6069915	3/19/2020 NASHUA OUTDOOR POWER EQUIPMENT &	1748 Expense!	(\$174.75)
6069916	3/19/2020 NATIVE MAINE PRODUCE AND SPECIAL	1748 Expense!	(\$348.30)
6069917	3/19/2020 ONE SOURCE SECURITY AND AUTOMATI	1748 Expense!	(\$13.75)
6069918	3/19/2020 PENNICHUCK WATER WORKS, INC.	1748 Expense!	(\$1,039.97)
6069919	3/19/2020 PERFORMANCE FOOD GROUP	1748 Expense!	(\$5,473.29)
6069920	3/19/2020 PITNEY BOWES GLOBAL FINANCIAL SE	1748 Expense!	(\$178.80)
6069921	3/19/2020 PSAT/NMSQT	1748 Expense!	(\$2,646.40)
6069922	3/19/2020 REGIONAL SERVICES EDUCATION CEN	1748 Expense!	(\$127.47)
6069923	3/19/2020 RICOH USA, INC.	1748 Expense!	(\$70.44)
6069924	3/19/2020 SAINT ANSELM COLLEGE	1748 Expense!	(\$4,502.00)
6069925	3/19/2020 SANEL AUTO PARTS #31	1748 Expense!	(\$15.98)
6069927	3/19/2020 SOUHEGAN HIGH SCHOOL-AF	1748 Expense!	(\$18,000.00)
6069928	3/19/2020 SYNCB/AMAZON	1748 Expense!	(\$578.76)
6069929	3/19/2020 THE COPY SHOP	1748 Expense!	(\$2,599.70)
6069930	3/19/2020 THE COUNTY STORE, INC.	1748 Expense!	(\$104.46)
6069931	3/19/2020 THE HAMPSHIRE DOME	1748 Expense!	(\$2,823.00)
6069932	3/19/2020 THE PLUS CO., INC	1748 Expense!	(\$6,508.57)
6069933	3/19/2020 THE TELEGRAPH PUBLISHING COMPANY	1748 Expense!	(\$218.40)
6069934	3/19/2020 THERIAULT, ADAM J.	1748 Expense!	(\$449.00)
6069935	3/19/2020 THOMAS CHARTERS, LLC	1748 Expense!	(\$1,470.00)
6069936	3/19/2020 TOWN OF AMHERST- DEPT. OF PUBLIC	1748 Expense!	(\$232.93)
6069937	3/19/2020 TRANE	1748 Expense!	(\$506.08)
6069938	3/19/2020 VALLEY GREEN, INC.	1748 Expense!	(\$3,840.00)
6069939	3/19/2020 W.B. MASON CO., INC	1748 Expense!	(\$1,206.02)
6069941	3/19/2020 WILSON, GEOFFREY	1748 Expense!	(\$65.55)
6069942	3/19/2020 Wyborney, Daniel H	1748 Expense!	(\$1,006.23)
6069943	3/19/2020 YMCA	1748 Expense!	(\$110.00)
6069944	3/19/2020 YOUNG, JOHN	1748 Expense!	(\$89.51)
Total Expense!			(\$124,359.54)
Total Expense Categories			(\$480,035.46)
Grand Total			(\$480,035.46)

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
2/29/2020	February Closing Balance					\$37,937.47
<b>3/31/2020</b>	<b>March 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			
			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
FY20	2/29/2020		Closing Balance			\$1.33
FY20	3/10/2020		Bank Fee	\$5.00		\$6.33
FY20	3/12/2020		Bank Fee		(\$5.00)	\$1.33
FY20	3/12/2020		Reverse Fees		(\$1.33)	\$0.00
FY20	3/12/2020		Close Account			\$0.00
<b>FY20</b>	<b>3/31/2020</b>		<b>Closing Balance</b>			<b>\$0.00</b>
			<b>Account Closed</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
2/29/2020	SUMMARY	\$242.50	\$-00	\$-00	\$242.50	\$(249.84)	\$-00	\$(7.34)	Fees in March bank
3/2/2020	SUMMARY	\$242.50	\$-00	\$-00	\$242.50	\$-00	\$-00	\$242.50	
3/3/2020	SUMMARY	\$242.50	\$-00	\$-00	\$242.50	\$-00	\$-00	\$242.50	
3/6/2020	SUMMARY	\$242.50	\$-00	\$-00	\$242.50	\$-00	\$-00	\$242.50	
3/7/2020	SUMMARY	\$242.50	\$-00	\$-00	\$242.50	\$-00	\$-00	\$242.50	
3/8/2020	SUMMARY	\$150.00	\$-00	\$-00	\$150.00	\$-00	\$-00	\$150.00	
3/9/2020	SUMMARY	\$1,655.00	\$-00	\$-00	\$1,655.00	\$-00	\$-00	\$1,655.00	
3/10/2020	SUMMARY	\$1,395.00	\$-00	\$-00	\$1,395.00	\$-00	\$-00	\$1,395.00	
3/15/2020	SUMMARY	\$130.00	\$-00	\$-00	\$130.00	\$-00	\$-00	\$130.00	
3/31/2020	SUMMARY	\$-00	\$-00	\$-00	\$-00	73.33-	\$-00	73.33-	Fees in April Bank
		\$4,542.50			\$4,542.50				

# Souhegan Cooperative School Board

May 11<sup>th</sup>, 2020

## First Reading Policies

- DAF- Administration of Federal Grants
- EHAB-Data Governance and Security
- IJL/KEC- Learning Resources Selection and Reconsideration

# AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

## First Reading Policy

### DAF – ADMINISTRATION OF FEDERAL GRANTS

*Category: Priority/Required by Law*

*Related Policies: DI, DID, DJ, DJC, DJE, DJF & DK*

*See also: ADB, EFAA, EHB, JICI & JRA*

This Policy includes “sub-policies” relating to specific provisions of the Uniform Administrative Requirements for Federal Awards issued by the U.S. Office of Budget and Management. Those requirements, which are commonly known as Uniform Grant Guidance (“UGG”), are found in Title 2 of the Code of Federal Regulations (“CFR”) part 200. The sub-policies include:

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**NOTICE: Notwithstanding any other policy of the District, all funds awarded directly or indirectly through any Federal grant or subsidy programs shall be administered in accordance with this Policy, and any administrative procedures adopted implementing this Policy.**

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the New Hampshire Department of Education (NHDOE) or other applicable pass-through entity.

This policy establishes the minimum standards regarding internal controls and grant management to be used by the District in the administration of any funds received by the District through Federal grant programs as required by applicable NH and Federal laws or regulations, including, without limitation, the UGG.

The Board directs the Superintendent or his/her designee to develop, monitor, and enforce effective administrative procedures and other internal controls over federal awards as necessary in order to provide reasonable assurances that the District is managing the awards in compliance with all requirements for

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federal grants and awards. Systems and controls must meet all requirements of federal and/or law and regulation and shall be based on best practices.

The Superintendent is directed to assure that all individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award and this policy.

To the extent not covered by this Policy, the administrative procedures and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

### DAF-1 ALLOWABILITY

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

**A. Cost Principles:** Except whether otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

1. Be “necessary” and “reasonable” for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.
  - a. To determine whether a cost is “reasonable”, consideration shall be given to:
    - i. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
    - ii. the restraints or requirements imposed by such factors as sound business practices, arm’s length bargaining, Federal, State, local, tribal and other laws and regulations;
    - iii. market prices for comparable goods or services for the geographic area;
    - iv. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and

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- v. whether the cost represents any significant deviation from the established practices or Board policy which may increase the expense. While Federal regulations do not provide specific descriptions of what satisfied the “necessary” element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need and can prove it.
  - b. When determining whether a cost is “necessary”, consideration may be given to whether:
    - i. the cost is needed for the proper and efficient performance of the grant program;
    - ii. the cost is identified in the approved budget or application;
    - iii. there is an educational benefit associated with the cost;
    - iv. the cost aligns with identified needs based on results and findings from a needs assessment; and/or
    - v. the cost addresses program goals and objectives and is based on program data.
  - c. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.
- 2. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
- 3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- 4. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
- 5. Be determined in accordance with generally accepted accounting principles.
- 6. Be representative of actual cost, net of all applicable credits or offsets.

The term “applicable credits” refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to/or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

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7. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
8. Be adequately documented:
  - a. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
  - b. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

**B. Selected Items of Cost:** The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

**C. Cost Compliance:** The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

**D. Determining Whether A Cost is Direct or Indirect**

1. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

2. “Indirect costs” are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the

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Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if **all** the following conditions are met:

- a. Administrative or clerical services are integral to a project or activity.
- b. Individuals involved can be specifically identified with the project or activity.
- c. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
- d. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by NHDOE or the pass-through entity (Federal funds subject to 2 C.F.R Part 200 pertaining to determining indirect cost allocation).

- E. Timely Obligation of Funds:** Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

The following are examples of when funds are determined to be “obligated” under applicable regulation of the U.S. Department of Education:

When the obligation is for:

1. Acquisition of property – on the date which the District makes a binding written commitment to acquire the property.
2. Personal services by an employee of the District – when the services are performed.
3. Personal services by a contractor who is not an employee of the District – on the date which the District makes a binding written commitment to obtain the services.
4. Public utility services – when the District received the services.
5. Travel – when the travel is taken.
6. Rental of property – when the District uses the property.



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7. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E – Cost Principles – on the first day of the project period.

**F. Period of Performance:** All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification (“GAN”). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period of carry over. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is substantially approved, unless an agreement exists with NHDOE or the pass-through entity to reimburse for pre-approval expenses.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than forty-five (45) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consistently, the District shall closely monitor grant spending throughout the grant cycle.

**DAF-2 CASH MANAGEMENT AND FUND CONTROL**

Payment methods must be established in writing that minimize the time elapsed between the drawdown of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of NHDOE or other applicable pass-through-entity.

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District’s payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the NHDOE (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the NHDOE, grantor agency or other pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District’s financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

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The Superintendent or his/her designee is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments shall be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
  1. The District receives less than \$120,000 in Federal awards per year.
  2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
  3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
  4. A foreign government or banking system prohibits or precludes interest bearing accounts.
- G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (“PMS”) through an electronic medium using either Automated Clearing House (“ACH”) network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as “addenda records” by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds.

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DAF-3 PROCUREMENT

All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District’s written policies and procedures.

Procurement of all supplies, materials equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, District policies, and procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall also conform to the provisions of the District’s documented general purchase Policy DJ.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made to lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

- A. **Competition:** All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

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Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

1. unreasonable requirements on firms in order for them to qualify to do business;
2. unnecessary experience and excessive bonding requirements;
3. noncompetitive contracts to consultants that are on retainer contracts;
4. organizational conflicts of interest;
5. specification of only a “brand name” product instead of allowing for an “or equal” product to be offered and describing the performance or other relevant requirements of the procurement; and/or
6. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list must include enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list as requested.

- B. Solicitation Language:** The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

- C. Procurement Methods:** The District shall utilize the following methods of procurement:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchase equitably among qualified suppliers. Micro-purchases may be

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made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases (Simplified Acquisition)

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$250,000.

a. In order for sealed bidding to be feasible, the following conditions shall be present:

- i. a complete, adequate, and realistic specification or purchase description is available;
- ii. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

b. When sealed bids are used, the following requirements apply:

- i. Bids shall be solicited in accordance with the provisions of State law and DJE. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- ii. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- iii. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.

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- v. The Board reserves the right to reject any and all bids for sound documented reason.
- vi. Bid protests shall be handled pursuant to the process set forth in DAF-3.I.

4. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one sources submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. the item is available only for a single source;
- b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or
- d. after solicitation of a number of sources, competition is determined to be inadequate.

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- D. Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms:** The District must take necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:
1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.
- E. Contract/Price Analysis:** The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000 (i.e., the Simplified Acquisition/Small Purchase limit), including contract modifications. (See 2 CFR 200.323(a)). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.
- The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.
- When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor’s investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- F. Time and Materials Contracts:** The District shall use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

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Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls, and otherwise performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- G. Suspension and Disbarment:** The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance/ and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (See 2 CFR Part 180 Subpart G).

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (See 2 CFR Part 180 Subpart H).

The District shall not subcontract with or award sub-grants to any person or company who is debarred or suspended. For contracts over \$25,000 the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management ("SAM"), which maintains a list of such debarred or suspended vendors at [www.sam.gov](http://www.sam.gov) (which replaced the former Excluded Parties List System or EPLS); or collecting a certification from the vendor. (See 2 CFR Part 180 Sub part C).

Documentation that debarment/suspension was queried must be retained for each covered transaction as part of the documentation required under DAF-3, paragraph J. This documentation should include the date(s) queried and copy(ies) of the SAM result report/screen shot, or a copy of the or certification from the vendor. It should be attached to the payment backup and retained for future audit review.

**H. Additional Requirements for Procurement Contracts Using Federal Funds:**

1. For any contract using Federal funds under which the contract amount exceeds the upper limit for Simplified Acquisition/Small Purchases (see DAF-3.C.2), the contract must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for sanctions and penalties. (See 2 CFR 200, Appendix II(A)).



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2. For any contract using Federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for convenience, including the manner by which termination will be effected and the basis for settlement. (See 2 CFR 200, Appendix II(B)).
3. For any contract using Federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II(G)).
4. For any contract using Federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause, and require bidders to submit Anti-Lobbying Certification as required under 2 CFR 200, Appendix II (J).
5. For each contract using Federal funds and for which there is no price competition, and for each Federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.323(b)).

- I. **Bid Protest:** The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

- J. **Maintenance of Procurement Records:** The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and records regarding disbarment/suspension queries or actions. Such records shall be retained consistent with District Policy EHB and District Administrative Procedures EHB-R.

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DAF-4 **PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM**

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

- A. Mandatory Contract Clauses:** The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:
1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
  2. The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or
  3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
  4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
  5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
  6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
  7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.
- B. Contracts with Food Service Management Companies:** Procedures for selecting and contracting with a food service management company shall comply with guidance provided by the NHDOE, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts.

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C. **“Buy American” Requirement:**

Under the “Buy American” provision of the National School Lunch Act (the “NSLA”), school food authorities (SFAs) are required to purchase, to the maximum extent practicable, *domestic commodity or product*. As an SFA, the District is required to comply with the “Buy American” procurement standards set forth in 7 CFR Part 210.21(d) when purchasing commercial food products served in the school meals programs. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District’s behalf (e.g., food service management companies, group purchasing cooperatives, shared purchasing, etc.).

Under the NSLA, “*domestic commodity or product*” is defined as an agricultural commodity or product that is produced or processed in the United States using “*substantial*” agricultural commodities that are produced in the United States. For purposes of the act, “*substantial*” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowable under this provision as territories of the United States.

1. **Exceptions:** The two main exceptions to the Buy American requirements are:
  - a) The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
  - b) Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.
2. **Steps to Comply with Buy American Requirements:** In order to help assure that the District remains in compliance with the Buy American requirement, the Superintendent or his/her designee shall
  - a) Include a Buy American clause in all procurement documents (product specifications, bid solicitations, requests for proposals, purchase orders, etc.);
  - b) Monitor contractor performance;
  - c) Require suppliers to certify the origin of the product;
  - d) Examine product packaging for identification of the country of origin; and
  - e) Require suppliers to provide specific information about the percentage of U.S. content in food products from time-to-time.

**DAF-5      CONFLICT OF INTEREST AND MANDATORY DISCLOSURES**

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Superintendent or his/her designee, who, in

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turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or received a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Superintendent shall timely disclose in writing to NHDOE or other applicable pass-through-entity, all violations of federal criminal law involving fraud, bribery, or gratuities potentially effecting any federal award. The Superintendent shall fully address any such violations promptly and notify the Board with such information as is appropriate under the circumstances (e.g., taking into account applicable disciplinary processes).

**DAF-6 INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS**

Equipment and supplies acquired (“property” as used in this policy DAF-6) with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds. In furtherance thereof, the following minimum standards and controls shall apply to any equipment or pilferable items acquired in whole or in part under a Federal award until such property is disposed in accordance with applicable laws, regulations and Board policies:

- A. **“Equipment” and “Pilferable Items” Defined:** For purposes of this policy, “equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of \$5,000, or the capitalization level established by the District for financial statement purposes. “Pilferable items” are those items, *regardless of cost*, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.
- B. **Records:** The Superintendent or his/her designee shall maintain records that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

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- C. **Inventory**: No less than once every two years, the Superintendent or his/her designee shall cause a physical inventory of all equipment and pilferable items must be taken and the results reconciled with the property records at least once every two years. Except as otherwise provided in this policy, inventories shall be conducted consistent with Board Policy DID.
- D. **Control, Maintenance and Disposition**: The Superintendent shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:
1. prevent loss, damage, or theft of the property; Any loss, damage, or theft must be investigated;
  2. to maintain the property and keep it in good condition; and
  3. to ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.

#### DAF-7 **TRAVEL REIMBURSEMENT – FEDERAL FUNDS**

The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

For purposes of this policy, “travel costs” shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.

School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent of his/her designee.

Travel costs shall be reimbursed on a mileage basis for travel using an employee’s personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district’s non-federally funded activities, and in accordance with the district’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Board or Board policy for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Board policy, or, in the absence of such policy, the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the federal award, the Superintendent or his/her designee shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.

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- B. The costs are reasonable and consistent with Board policy.

**DAF-8 ACCOUNTABILITY AND CERTIFICATIONS**

All fiscal transactions must be approved by the Superintendent or his/her designee who can attest that the expenditure is allowable and approved under the federal program. The Superintendent and his/her designee submits all required certifications.

**DAF-9 TIME-EFFORT REPORTING / OVERSIGHT**

The Superintendent will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District will submit all reports as required by federal or state authorities.

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify the compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

- A. **Compensation:** Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 CFR 200.431 Compensation – fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:
  - 1. is reasonable for the services rendered, conforms to the District’s established written policy, and is consistently applied to both Federal and non-Federal activities; and
  - 2. follows an appointment made in accordance with the District’s written policies and meets the requirements of Federal statute, where applicable.
- B. **Time and Effort Reports:** Time and effort reports shall:
  - 1. be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
  - 2. be incorporated into the official records of the District;
  - 3. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;

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4. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
5. comply with the District’s established accounting policies and practices;
6. support the distribution of the employee’s salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District will also follow any time and effort requirements imposed by NHDOE or other pass-through entity as appropriate to the extent that they are more restrictive than the Federal requirements. The Superintendent or his/her designee is responsible for the collection and retention of employee time and effort reports. Individually reported data will be made available only to authorized auditors or as required by law.

**DAF-10 GRANT BUDGET RECONCILIATION**

Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District’s records in a timely manner.

The District’s internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

**DAF-11 SUB-RECIPIENT MONITORING AND MANAGEMENT**

When entering agreements involving the expenditure or disbursements of federal grant funds, the District shall determine whether the recipient of such federal funds is a “contractor” or “subrecipient”, as those terms are defined in 2 CFR §200.23 and §200.93, respectively. See also guidance at 2 CFR §200.330 “Subrecipient and contractor determinations”. Generally, “subrecipients” are instrumental in implementing the applicable work program whereas a “contractor” provides goods and services for the District’s own use. Contractors will be subject to the District’s procurement and purchasing policies (e.g., *DAF-3* relative to federal grant funds, *DJE* relative to bidding requirements for non-federal money projects, etc.). Subrecipients are subject to this Policy.

Under the UGG, the District is considered a "pass-through entity" in relation to its subrecipients, and as such requires that subrecipients comply with applicable terms and conditions (flow-down provisions). All subrecipients of Federal or State funds received through the District are subject to the same Federal and State statutes, regulations, and award terms and conditions as the District.

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**A. Sub-award Contents and Communication.**

In the execution of every sub-award, the District will communicate the following information to the subrecipient and include the same information in the sub-award agreement.

1. Every sub-award will be clearly identified and include the following Federal award identification:
  - a) Subrecipient name
  - b) Subrecipient's unique ID number (DUNS)
  - c) Federal Award ID Number (FAIN)
  - d) Federal award date
  - e) Period of performance start and end date
  - f) Amount of federal funds obligated
  - g) Amount of federal funds obligated to the subrecipient
  - h) Total amount of the Federal award
  - i) Total approved cost sharing or match required where applicable
  - j) Project description responsive to FFATA
  - k) Name of Federal awarding agency, pass through entity and contact information
  - l) CFDA number and name
  - m) Identification of the award is R&D
  - n) Indirect cost rate for the Federal award
2. Requirements imposed by the District including statutes, regulations, and the terms and conditions of the Federal award.
3. Any additional requirements the District deems necessary for financial or performance reporting of subrecipients as necessary.
4. An approved indirect cost rate negotiated between subrecipient and the Federal government or between the pass-through entity and subrecipient.
5. Requirements that the District and its auditors have access to the subrecipient records and financial statements.
6. Terms and conditions for closeout of the sub-award.

**B. Subrecipient Monitoring Procedures.**

The Superintendent is responsible for having all the District project managers monitor subrecipients. The District will monitor the activities of the subrecipient to ensure the sub-award is used for authorized purposes. The frequency of monitoring review will be specified in the sub-award and conducted concurrently with all invoice submission.

Subrecipient monitoring procedures include:

1. At the time of proposal, assess the potential of the subrecipient for programmatic, financial, and administrative suitability.



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2. Evaluate each subrecipient's risk of noncompliance prior to executing a sub-award. In doing so, the District will assess the subrecipient's:
  - a) Prior experience with the same or similar sub-awards.
  - b) Results of previous audits and single audit (if applicable).
  - c) New personnel or new or substantially changed systems.
  - d) The extent and results of Federal awarding agency monitoring.
3. Confirm the statement of work and review any non-standard terms and conditions of the sub-award during the negotiation process.
4. Monitor financial and programmatic progress and ability of the subrecipient to meet objectives of the sub-award. To facilitate this review, subrecipients are required to submit sufficient invoice detail and a progress report. The District project managers will encourage subrecipients to submit regular invoices.
5. Invoices and progress reports will be date stamped upon receipt if received in hard copy. A record of the date of receipt will be maintained for those invoices sent electronically.
6. In conducting regular oversight and monitoring, the District project managers will:
  - a) Verify invoices that include progress reports.
  - b) Review progress reports to ensure project is progressing appropriately and on schedule.
  - c) Compare invoice to agreement budget to ensure eligibility of costs and that costs do not exceed budget.
  - d) Review invoice to ensure supporting documentation is included and invoices costs are within the scope of work for the projects being invoiced.
  - e) Obtain report, certification and supporting documentation of local (non-federal)/in-kind match work from the subrecipient.
  - f) Review subrecipient match tasks for eligibility.
  - g) Initial the progress report and invoice confirming review and approval prior to payment.
  - h) Raise any concerns to the Superintendent or his/her designee.
7. The Superintendent or his/her designee, upon recommendation from the project's manager, will approve the invoice payment and will initial invoices confirming review and approval prior to payment.
8. Payments will be withheld from subrecipients for the following reasons:
  - a) Insufficient detail to support the costs billed;
  - b) Unallowable costs;
  - c) Ineligible costs; and/or

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- d) Incomplete work or work not completed in accordance with required specifications.
- 9. Verify every subrecipient is audited in accordance with 2 CFR §200 Subpart F – Audit Requirements.
- C. **Subrecipient Project Files.** Subrecipient project files will contain, at a minimum, the following:
  - a) Project proposal
  - b) Project scope
  - c) Progress reports
  - d) Interim and final products
  - e) Copies of other applicable project documents as required, such as copies of contracts or MOUs

D. **Audit Requirements.**

All subrecipients are required to annually submit their audit and Single Audit report to the District for review to ensure the subrecipient has complied with good accounting practices and federal regulations. If a deficiency is identified, the District will:

- 1. Issue a management decision on audit findings pertaining to the Federal award.
- 2. Consider whether the results of audits or reviews indicate conditions that necessitate adjustments to pass through entity’s own records.

E. **Methodology for Resolving Findings.**

The District will work with subrecipients to resolve any findings and deficiencies. To do so, the District may follow up on deficiencies identified through on-site reviews, provision of basic technical assistance, and other means of assistance as appropriate.

The District will only consider taking enforcement action against non-compliant subrecipients in accordance with 2 CFR 200.338 when noncompliance cannot be remedied. Enforcement may include taking any of the following actions as appropriate:

- a) Temporarily withhold cash payments pending correction of the deficiency
- b) Disallow all or part of the cost of the activity or action not in compliance.
- c) Wholly or partly suspend or terminate the sub-award.
- d) Initiate suspension or debarment proceedings.
- e) Withhold further Federal awards for the project or program.
- f) Take other remedies that may be legally available.

**Legal References:**

*42 USC 1751 – 66 National School Lunch Act*

*2 C.F.R. Part 180*

*2 C.F.R. Part 200*

*200.0 - 200.99; 200.305; 200.313(d); 200.317-.326; 200.403-.406; 200.413(a)-(c); 200.430; 200.431; 200.458; 200.474(b)*

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*200 Appendix II*  
*7 CFR Part 210*  
*210.16; 210.19; 210.21; 215.14a; 220.16*

**AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY**  
**First Reading Policy**

**EHAB – DATA GOVERNANCE AND SECURITY**

*Category: Priority/Required by Law*

*Related Policies EHAA, EHB, GBEBD, GBEF, IHBH, JICJ, JICL, JICM, KD, & KDC*

To accomplish SAU 39's mission and comply with the law, the SAU 39 must collect, create and store information. Accurately maintaining and protecting this data is important for efficient SAU 39 operations, compliance with laws mandating confidentiality, and maintaining the trust of the SAU 39's stakeholders. All persons who have access to SAU 39 data are required to follow state and federal law, SAU 39 policies and procedures, and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

**A. Definitions**

Confidential Data/Information - Information that the SAU 39 is prohibited by law, policy or contract from disclosing or that the SAU 39 may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information - Information that is determined to be essential to SAU 39 operations and that must be accurately and securely maintained to avoid disruption to SAU 39 operations. Critical data is not necessarily confidential.

**B. Data and Privacy Governance Plan - Administrative Procedures.**

1. Data Governance Plan. The Superintendent, in consultation with the SAU 39 Information Security Officer ("ISO") (see paragraph C, below) shall create a Data and Privacy Governance Plan ("Data Governance Plan"), to be presented to the Board no later than June 30, 2019. Thereafter, the Superintendent, in consultation with the ISO, shall update the Data Governance Plan for presentation to the Board no later than June 30 each year.

The Data Governance Plan shall include:

- (a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;
- (b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;
- (c) Policies and procedures for access to data and protection of privacy for students and

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staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);

(d) A response plan for any breach of information; and

(e) A requirement for a service provider to meet or exceed standards for data protection and privacy.

2. Policies and Administrative Procedures. The Superintendent, in consultation with the ISO, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of SAU 39 data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures will may or may not be included in the annual Data Governance Plan.

**C. Information Security Officer.**

The Director of Technology is hereby designated as the SAU 39's Information Security Officer (ISO) and reports directly to the Superintendent or designee. The ISO is responsible for implementing and enforcing SAU 39's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of SAU 39's data. The ISO will work with the both SAU 39 and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the SAU 39's data.

The Network Administrator is the SAU 39's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

**D. Responsibility and Data Stewardship.**

All SAU 39 employees, volunteers and agents are responsible for accurately collecting, maintaining and securing SAU 39 data including, but not limited to, Confidential and/or Critical Data/Information.

**E. Data Managers.**

All SAU 39 administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the SAU 39's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the SAU 39 and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing SAU 39 policies and procedures regarding data management.

**F. Confidential and Critical Information.**

SAU 39 will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. SAU 39 will provide access to confidential information to appropriately trained SAU 39 employees and volunteers only when the SAU 39 determines that such access is necessary for the performance of their duties. SAU 39 will disclose confidential information only to authorized SAU 39

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contractors or agents who need access to the information to provide services to SAU 39 and who agree not to disclose the information to any other party except as allowed by law and authorized by the SAU 39.

SAU 39 employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO or designee is authorized to secure resources to assist SAU 39 in promptly and appropriately addressing a security breach.

Likewise, SAU 39 will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

SAU 39 staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

**G. Using Online Services and Applications.**

SAU 39 staff members are encouraged to research and utilize online services or applications to engage students and further the SAU 39's education mission. SAU 39 employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

**H. Training.**

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

**I. Data Retention and Deletion.**

The ISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on SAU 39 technology resources. The retention schedule should comply with, and be

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incorporated into the data/record retention schedule established under Policy EHB and administrative procedure EHB-R, including but not limited to, provisions relating to Litigation and Right to Know holds as described in Policy EHB.

**J. Consequences**

Employees who fail to follow the law or SAU 39’s policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to SAU 39. SAU 39 will end business relationships with any contractor who fails to follow the law, SAU 39 policies or procedures, or the confidentiality provisions of any contract. In addition, SAU 39 reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

SAU 39 may suspend all access to data or use of SAU 39 technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. SAU 39 will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of SAU 39.

Any attempted violation of SAU 39’s policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

*First reading: April 16, 2019*

**Legal References:**

- 15 U.S.C. §§ 6501-6506 \* Children's Online Privacy Protection Act (COPPA)*
- 20 U.S.C. § 1232g \* Family Educational Rights and Privacy Act (FERPA)*
- 20 U.S.C. § 1232h \* Protection of Pupil Rights Amendment (PPRA)*
- 20 U.S.C. § 1400-1417 \* Individuals with Disabilities Education Act (IDEA)*
- 20 U.S.C. § 7926 \* Elementary and Secondary Education Act (ESSA)*
- RSA 189:65 \* Definitions*
- RSA 186:66 \* Student Information Protection and Privacy*
- RSA 189:67 \* Limits on Disclosure of Information*
- RSA 189:68 \* Student Privacy*
- RSA 189:68-a \* Student Online Personal Information*
- RSA 359-C:19-21 \* Right to Privacy/Notice of Security Breach*

**First Reading Policy**

**IJL/KEC – LEARNING RESOURCES SELECTION AND RECONSIDERATION**

*See also: IJL/KEC-R*

**Part 1: Selection of Learning Resources**

**I. Objectives**

Learning resources, including library and instructional materials, are selected by the school district to implement, enrich, and support the educational program. Materials will serve both the breadth of the curriculum and the needs and interests of the faculty and students. The district is obligated to provide a wide range of resources on all levels of difficulty and in a variety of formats, with diversity of appeal, and representing the presentation of many different points of view.

The objective of the Library and/or Information Center is to make available to students and faculty a collection of materials that will enrich and support the curriculum and meet the needs of the students and faculty served.

**II. Responsibility for Selection**

While the selection of materials involves many people, including administrators, teachers, students, and community residents, the responsibility for coordinating and recommending the selection and purchase of library media materials rests with the Library Media Specialist, as delegated by the school board, the governing body legally responsible. The responsibility for selecting instructional materials rests with the Superintendent or designee, as delegated by the School Board.

**III. Criteria for Selection**

The following general selection criteria will be used for the selection of library and instructional materials, including electronic, print, and non-print resources, as they apply:

1. Learning resources shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of the school, and specific courses.
2. Learning resources shall be chosen to enrich and support the curriculum and the personal needs of users.
3. Learning resources shall meet high standards of quality in:
  - Literary and artistic excellence
  - Lasting importance or significance to a field of knowledge
  - Contribution to the curriculum and the educational goals of the school
  - Relevance to the interests of students and faculty
  - Favorable reviews found in standard selection sources
  - Favorable recommendations based on a preview examination of materials by professional personnel, adults with special expertise, or students



## **LJL/KEC – LEARNING RESOURCES SELECTION AND RECONSIDERATION**

- Reputation and significance of the author, producer, and publisher
  - Currency or timeliness of material
  - Contribution to a breadth and diversity of representative viewpoints on controversial issues
  - Contribution to multicultural and pluralistic awareness
  - High degree of potential user appeal
  - Quality, durability, and variety of format
  - Suitability of format and appearance for intended use
  - Value commensurate with cost and/or need
4. Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning style, and social development of the students for whom the materials are selected.
  5. Learning resources shall be designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior; to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society; and to make informed judgments in their daily lives.
  6. Learning resources shall provide information on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis.

### **IV. Procedures for Selection of Learning Sources**

1. In selecting learning resources, Library Media Specialist (or designee), Department Heads/Curriculum Coordinators, and other staff members (as appropriate), will evaluate available resources and curriculum needs and will consult reputable, professionally recognized reviewing periodicals, standard catalogs, and other selection aids to help guide the selection.
2. Recommendations for purchase involve administrators, teachers, students, parents, and community members, as appropriate.
3. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.
4. Selection is an ongoing process that should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

### **V. Position on Intellectual Freedom**

The district subscribes in principle to the statements of policy on library philosophy as expressed in the American Library Association's Library Bill of Rights, a copy of which is appended to, and made a part of, this policy statement [Appendix A]. In the event that the library or instructional materials are questioned, the principles of intellectual freedom shall be defended.

**IJL/KEC – LEARNING RESOURCES SELECTION AND RECONSIDERATION**

**Part 2: Reconsideration of Learning Resources**

**I. Statement of Policy**

Despite the quality of the selection process, any resident or employee of the school district may formally challenge learning resources used in the school's educational program on the basis of appropriateness. The procedure concerning challenged materials is outlined below. Its purpose is to provide for a hearing with appropriate action, within the context of the principles of freedom of information, the student's right to access information and the professional responsibility and integrity of the school faculty. No materials shall be removed from the school before the process of review is completed.

**II. Request for Informal Reconsideration**

Upon receiving a complaint regarding learning resources, it shall be attempted to resolve the issue informally.

1. The Library Media Specialist [or Principal, or other appropriate staff member] shall explain to the questioner the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
2. The Library Media Specialist [or other appropriate staff member] shall explain the particular place the questioned resource occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.
3. If the questioner wishes to file a formal challenge, a copy of the Library and Instructional Materials Selection and Reconsideration Policy and a Request for the Reconsideration of Learning Resources form [IJL/KEC-R] shall be mailed to the party concerned by the Library Media Specialist, along with a letter to the complainant [see Appendix C].

**III. Request for Formal Reconsideration**

**A. Preliminary Procedures**

1. Each school will keep on hand and make available the *Request for Reconsideration of Learning Resources* forms [IJL/KEC-R]. All formal objections to learning resources must be made on these forms.
4. *The Request for Reconsideration of Learning Resources* form shall be completed and signed by the questioner before further consideration will be given. The form shall be filed with the principal. If the form is not completed and returned within two weeks, it shall be assumed that the questioner no longer wishes to file a formal complaint [as stated in the letter to complainant, Appendix C].
5. The Superintendent and the school board shall be informed of the formal

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complaint received.

6. The request for reconsideration shall be referred to a reconsideration committee at the school level for reevaluation of the resource.

**B. The Reconsideration Committee**

1. Upon receipt of a request for formal reconsideration of a learning resource, the reconsideration committee shall arrange to meet within ten working days after the complaint is received.

The reconsideration committee, whose members shall serve a two-year term, will consist of:

- o One member of the school teaching staff, chosen by the school teaching staff
  - o One school administrator, appointed by the administrative team
  - o Two students chosen by the Community Council or equivalent
  - o Two adult community members, appointed by the school board
  - o The Library Media Specialist
2. The reconsideration committee may choose to consult district support staff and/or community persons with related professional knowledge.
  3. The reconsideration committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the Library and Instructional Materials Selection and Reconsideration Policy.

**C. Resolution**

1. The reconsideration committee shall:
  1. Examine the challenged resource
  2. Determine professional acceptance by reading critical reviews of the resource
  3. Weigh values and faults, and form opinions based on the material as a whole rather than on passages or selections taken out of context
  4. Discuss the challenged resource in the context of the educational program
  5. Discuss the challenged item with the individual questioner when appropriate
  6. Prepare a written report
2. The written report shall be discussed with the individual questioner if requested.
3. The Library Media Specialist shall retain the written report, with copies forwarded to the Superintendent, school board, and the principal.
4. Notwithstanding any procedure outlined in this policy, the questioner shall have

**IJL/KEC – LEARNING RESOURCES SELECTION AND RECONSIDERATION**

the right to appeal any decision of the reconsideration committee to the school board as the final review panel.

**D. Guiding Principles**

1. Any resident or employee of the school district may raise objection to learning resources used in the district’s educational program, despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure, and observed the criteria for selecting learning resources.
2. The Library Media Specialist should review the selection and objection rules with the teaching staff at least annually. The staff should be reminded that the right to object to learning resources is one granted by policies enacted by the school board.
3. No parent has the right to determine reading, viewing, or listening matter for students other than his or her own children.
4. The district supports the Library Bill of Rights and The Freedom To Read Statement, adopted by the American Library Association [Appendixes A and B]. When learning resources are challenged, the principles of the freedom to read/listen/view must be defended as well.
5. Access to challenged material shall not be restricted during the reconsideration process.
6. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection and/or use of the material.

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**Appendix A: Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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© American Library Association Adopted June 18, 1948.  
Amended February 2, 1961, and January 23, 1980, inclusion of  
"age" reaffirmed January 23, 1996, by the ALA Council.

**LJL/KEC – LEARNING RESOURCES SELECTION AND RECONSIDERATION**

**Appendix B: The Freedom to Read Statement**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a

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creative culture. We believe that these pressures toward conformity present the danger of

limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but also why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it

**JIL/KEC – LEARNING RESOURCES SELECTION AND RECONSIDERATION**

will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said.

Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all



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publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

**IJL/KEC – LEARNING RESOURCES SELECTION AND RECONSIDERATION**

**Appendix C**

**Sample Letter to Complainant**

Date:

Dear:

We appreciate your concern over the use of \_\_\_\_\_ at our School. The school has developed procedures for selecting materials, but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending a copy of the *Library and Instructional Materials Selection and Reconsideration Policy*.

If you are still concerned after you review this material, please complete the *Request for the Reconsideration of Learning Resources* form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within two weeks from the date listed above, we will assume you no longer wish to file a formal complaint.

Sincerely,

# Souhegan Cooperative School District

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## FY20 Revenue Report

July 1, 2019 - April 30, 2020

As of 5/5/2020

Voted Budget: \$18,098,289  
 General Fund Budget: \$17,440,198  
 Food Service Budget: \$406,091  
 Grants Budget: \$252,000

General Fund Budget	Budget	Projected Year End	Anticipated Impact to Fund Balance
Expenditure	17,440,198	17,148,879	291,319
Less Revenue	16,189,004	16,303,005	114,001
Use of Fund Balance	1,251,194	845,874	405,320
Less Projected 6/30/2020 UFB on FY21 MS26			400,000
Projected Remaining UFB @ 6/30/2020			5,320
Limit on funds available for year end projects			291,319

## SHS End of Year Projects

Priority	Item		Total cost	CNA	Description
1	Annex Science classroom Renovations		\$300k - \$400k		Lance Whitehead provided the following informationn: Based on my experience, ballpark costs for the two labs is likely \$350-400K. That includes new casework (cabinetry), plumbing, flooring, ceilings, lights, furniture, epoxy tops, etc. That can be reduced down to under \$300K depending on the decisions made related to scope and materials. It can also be increased if we get into Mechanical systems and fume hoods.
2	Replace BMS front end	\$42,930.02		2022,2029 & 2036	Replace existing front end and take over all Rooftop units and boilers at main building and entire annex building. This would resolve most HVAC Issues particularly the Annex
2	Replace Unit ventilator controls	\$95,254.89			Would be in addition to to replacing the front end, to give the new system control over unit ventilators. These can be replaced individually @\$2323.29 each. Total of 41 controllers
2	ReplaceVAV box controls	\$81,473.25			Would be in addition to to replacing the front end, to give the new system control over VAV Boxes. These can be replaced individually @ 1086.31 each Total of 75 controllers
TOTAL BMS Upgrades:			\$219,658.16		Replacing The BMS front end would give us the ability to see what is happening with the systems, save energy, assist with troubleshooting ,and greatly reduce the number of HVAC complaints. The unit ventilator and VAV controls could be replaced as needed using per item priced above. \$100,000 would replace the front end and about 1/3 of the Unit Ventilators and VAV's.
3	Replace Locker room elevator		\$36,000		Locker room elevator has failed and needs to be replaced
3	Locker rooms		\$60,000.00		Replace all lockers in boys locker room
4	Security Upgrades				see 3 items below
	Display Mapping for panic alarm	\$8,631.60			will allow police and administration ability to see which panic alarm is pulled. Recomend by APD.
	CCTV for annex back stairwell	\$5,804.20			Back stairwell is vandalized often and has become a hangout for students

	Card reader for mini gym doors	\$9,372.09			no ability to lock mini gym doors, for lockdown and security
Total security upgrades			\$23,807.89		
5	Glycol hot water loop		\$37,500.00		The glycol in the heating system has reached the end of its life and no longer prevents freezing. The system needs to be flushed and glycol replaced.
6	Add Main gas valve in kitchen		\$2,700		install gas shutoff in kitchen to be able to isolate all appliances from one location.
6	Replace Kitchen Water heater		\$16,800		Replace existing electric water heater (27yrs old) with Natural gas water Heater. Save energy, Proactive to prevent downtime if there is a failure, Allows use of kitchen during power outage
7	Replace road sign with electronic sign		\$30,000		Includes install and electrical.
8	Locker room lighting		\$1,500		Replace boys locker room light fixtures. This work is already scheduled to be done by using in house staff and a rebate from Eversource on the light fixture purchase.
9	Replace 2 water heaters		27,500	2018	there are 2 400 gallon water heaters 1 of them started leaking (27 yrs old) This project has been approved and is scheduled to start on 4/27/2020 it is being financed through on bill financing.

Souhegan Cooperative School Board

Monday May 11<sup>th</sup>, 2020

PPC Policies for Approval

- GCBA- Professional and Support Staff Compensation Schedules
- GCM- Staff Workload
- GCBDA- Individual Employee Investment Fund

**PROFESSIONAL AND SUPPORT STAFF COMPENSATION SCHEDULES**

**Professional Salary Schedule Components.**

It is agreed that Professional Staff employees shall be paid an annual wage based on the attached schedules for 2020-21 (FY21), 2021-22 (FY22), 2022-23 (FY23), and 2023-2024 (FY24), with longevity, permanent assignment and extra classes being the only additional salary added to the amounts on the schedules. **(Agreed and approved March 2020)**

- Professional Staff salaries for FY21-FY24 are calculated as follows:

<b>Fiscal Year</b>	<b>Step 0-16 Calculation</b>
FY21	Step 0 remains identical to prior FY, Steps 1-16 increase by \$133 per step over the prior FY (new step = old step + (133*Step#))
FY22	Step 0 remains identical to prior FY, Steps 1-16 increase by \$120 per step over the prior FY (new step = old step + (120*Step#))
FY23	Step 0 remains identical to prior FY, Steps 1-16 increase by \$110 per step over the prior FY (new step = old step + (110*Step#))
FY24	Step 0 remains identical to prior FY, Steps 1-16 increase by \$97 per step over the prior FY (new step = old step + (97*Step#))

- Professional Staff whose salary exceeds their placement on the schedule in any year shall receive 50% of the increase they would normally be entitled to. Professional staff on step 16 whose salary exceeds their placement shall receive 50% of the step 16 increase, rounded up to the new step 16 amount if it places them between the new steps 15 and 16.
- Support Staff Hourly Rates for FY21-FY24 are calculated as follows; Support Staff whose Hourly Rate exceed their placement on the Support Staff schedule in any year shall receive 50% of the increase they would normally be entitled to (Support Staff on step 12 whose salary exceeds their placement shall receive 50% of the increase, rounded up to the new step 12 amount if it places them between the new steps 11 and 12), as follows:

<b>Fiscal Year</b>	<b>Standard Increase, \$/hr</b>	<b>50% increase, \$/hr</b>
FY21	\$1.20	\$0.60
FY22	\$1.00	\$0.50
FY23	\$1.00	\$0.50
FY24	\$1.00	\$0.50

New lanes may be added to the Professional Salary Table as need to reflect staff coursework and career growth attainments. New lanes shall be added at the rate of \$882/lane over the preceding lane. **(Agreed and approved March 2020)**

It is agreed that Career Growth shall count as 3 lanes and the staff member shall state in their proposal letter which of the following two options they are enrolling in for this cycle:

**PROFESSIONAL AND SUPPORT STAFF COMPENSATION SCHEDULES**

- Movement of all three lanes upon completion of the 3 phase cycle, with the option to begin a new cycle immediately.
- Movement of one lane per completed phase, with the understanding that the next cycle can be started no sooner than the 4th year following the initiation of the current cycle.
- This is effective for any career growth not completed by June 2017.

It is agreed that each time a staff member attains 10 credits that he or she will move one lane to the right. These credits shall meet the qualifying criteria as previously identified in the Personnel Policies Handbook.

It is agreed that all lane changes will be based on the staff member's successful completion of approved eligible credits and/or career growth phases by the preceding June 30. To clarify, the salary paid in 2008 – 2009 will be based on the credits and career growth phases successfully completed by June 30, 2008.

All transcripts and approvals must be received by March 1<sup>st</sup> in order to be included for salary purposes for the issuance of contracts in April. All transcripts and approvals for credits and career growth phases completed between March 1<sup>st</sup> and June 30<sup>th</sup> will result in the issuance of an updated contract. There shall be no new contracts issued for transcripts and approvals for credits and career growth received after June 30 of any given year. **(Agreed and approved March 2008)**

Certain continuing educational programs determined by the Superintendent, with the approval of the School Board, to meet district needs for professional staff will be "incentivized" for a specified period of time. Once designated, the incentive shall remain in effect for the specified period. Programs may be extended as needed to satisfy district requirements, but not terminated prior to the announced extension end date. Professional staff successfully completing those programs in the specified period shall advance 3 lanes in the compensation schedule starting in the Fiscal Year following their successful completion. **(Agreed and approved March 2020)**

Credit for PhD in position shall only be given where PhD is required as condition of employment **(Approved 2005.)**

Updated: September 2013

**Extra class loads for professional staff**

Staff exceeding 1 FTE will be paid in accordance to policy GCM.



**SOUHEGAN Policy**

**GCBA**

**PROFESSIONAL AND SUPPORT STAFF COMPENSATION SCHEDULES**

Souhegan Professional Salary Schedule 2020-2021										
	A	B	C	D	E	F	G	H	I	J
[Step 0]	\$46,334.00	\$47,216.00	\$48,098.00	\$48,980.00	\$49,862.00	\$50,744.00	\$51,626.00	\$52,508.00	\$53,390.00	\$54,272.00
[Step 1]	\$47,652.00	\$48,534.00	\$49,416.00	\$50,298.00	\$51,180.00	\$52,062.00	\$52,944.00	\$53,826.00	\$54,708.00	\$55,590.00
[Step 2]	\$48,970.00	\$49,852.00	\$50,734.00	\$51,616.00	\$52,498.00	\$53,380.00	\$54,262.00	\$55,144.00	\$56,026.00	\$56,908.00
[Step 3]	\$50,288.00	\$51,170.00	\$52,052.00	\$52,934.00	\$53,816.00	\$54,698.00	\$55,580.00	\$56,462.00	\$57,344.00	\$58,226.00
[Step 4]	\$51,606.00	\$52,488.00	\$53,370.00	\$54,252.00	\$55,134.00	\$56,016.00	\$56,898.00	\$57,780.00	\$58,662.00	\$59,544.00
[Step 5]	\$52,924.00	\$53,806.00	\$54,688.00	\$55,570.00	\$56,452.00	\$57,334.00	\$58,216.00	\$59,098.00	\$59,980.00	\$60,862.00
[Step 6]	\$54,242.00	\$55,124.00	\$56,006.00	\$56,888.00	\$57,770.00	\$58,652.00	\$59,534.00	\$60,416.00	\$61,298.00	\$62,180.00
[Step 7]	\$55,560.00	\$56,442.00	\$57,324.00	\$58,206.00	\$59,088.00	\$59,970.00	\$60,852.00	\$61,734.00	\$62,616.00	\$63,498.00
[Step 8]	\$56,878.00	\$57,760.00	\$58,642.00	\$59,524.00	\$60,406.00	\$61,288.00	\$62,170.00	\$63,052.00	\$63,934.00	\$64,816.00
[Step 9]	\$58,196.00	\$59,078.00	\$59,960.00	\$60,842.00	\$61,724.00	\$62,606.00	\$63,488.00	\$64,370.00	\$65,252.00	\$66,134.00
[Step 10]	\$59,514.00	\$60,396.00	\$61,278.00	\$62,160.00	\$63,042.00	\$63,924.00	\$64,806.00	\$65,688.00	\$66,570.00	\$67,452.00
[Step 11]	\$60,832.00	\$61,714.00	\$62,596.00	\$63,478.00	\$64,360.00	\$65,242.00	\$66,124.00	\$67,006.00	\$67,888.00	\$68,770.00
[Step 12]	\$62,150.00	\$63,032.00	\$63,914.00	\$64,796.00	\$65,678.00	\$66,560.00	\$67,442.00	\$68,324.00	\$69,206.00	\$70,088.00
[Step 13]	\$62,150.00	\$63,032.00	\$63,914.00	\$66,114.00	\$66,996.00	\$67,878.00	\$68,760.00	\$69,642.00	\$70,524.00	\$71,406.00
[Step 14]	\$62,150.00	\$63,032.00	\$63,914.00	\$67,432.00	\$68,314.00	\$69,196.00	\$70,078.00	\$70,960.00	\$71,842.00	\$72,724.00
[Step 15]	\$62,150.00	\$63,032.00	\$63,914.00	\$68,750.00	\$69,632.00	\$70,514.00	\$71,396.00	\$72,278.00	\$73,160.00	\$74,042.00
[Step 16]	\$62,150.00	\$63,032.00	\$63,914.00	\$70,068.00	\$70,950.00	\$71,832.00	\$72,714.00	\$73,596.00	\$74,478.00	\$75,360.00
	K	L	M	N	O	P	Q	R	S	T
[Step 0]	\$55,154.00	\$56,036.00	\$56,918.00	\$57,800.00	\$58,682.00	\$59,564.00	\$60,446.00	\$61,328.00	\$62,210.00	\$63,092.00
[Step 1]	\$56,472.00	\$57,354.00	\$58,236.00	\$59,118.00	\$60,000.00	\$60,882.00	\$61,764.00	\$62,646.00	\$63,528.00	\$64,410.00
[Step 2]	\$57,790.00	\$58,672.00	\$59,554.00	\$60,436.00	\$61,318.00	\$62,200.00	\$63,082.00	\$63,964.00	\$64,846.00	\$65,728.00
[Step 3]	\$59,108.00	\$59,990.00	\$60,872.00	\$61,754.00	\$62,636.00	\$63,518.00	\$64,400.00	\$65,282.00	\$66,164.00	\$67,046.00
[Step 4]	\$60,426.00	\$61,308.00	\$62,190.00	\$63,072.00	\$63,954.00	\$64,836.00	\$65,718.00	\$66,600.00	\$67,482.00	\$68,364.00
[Step 5]	\$61,744.00	\$62,626.00	\$63,508.00	\$64,390.00	\$65,272.00	\$66,154.00	\$67,036.00	\$67,918.00	\$68,800.00	\$69,682.00
[Step 6]	\$63,062.00	\$63,944.00	\$64,826.00	\$65,708.00	\$66,590.00	\$67,472.00	\$68,354.00	\$69,236.00	\$70,118.00	\$71,000.00
[Step 7]	\$64,380.00	\$65,262.00	\$66,144.00	\$67,026.00	\$67,908.00	\$68,790.00	\$69,672.00	\$70,554.00	\$71,436.00	\$72,318.00
[Step 8]	\$65,698.00	\$66,580.00	\$67,462.00	\$68,344.00	\$69,226.00	\$70,108.00	\$70,990.00	\$71,872.00	\$72,754.00	\$73,636.00
[Step 9]	\$67,016.00	\$67,898.00	\$68,780.00	\$69,662.00	\$70,544.00	\$71,426.00	\$72,308.00	\$73,190.00	\$74,072.00	\$74,954.00
[Step 10]	\$68,334.00	\$69,216.00	\$70,098.00	\$70,980.00	\$71,862.00	\$72,744.00	\$73,626.00	\$74,508.00	\$75,390.00	\$76,272.00
[Step 11]	\$69,652.00	\$70,534.00	\$71,416.00	\$72,298.00	\$73,180.00	\$74,062.00	\$74,944.00	\$75,826.00	\$76,708.00	\$77,590.00
[Step 12]	\$70,970.00	\$71,852.00	\$72,734.00	\$73,616.00	\$74,498.00	\$75,380.00	\$76,262.00	\$77,144.00	\$78,026.00	\$78,908.00
[Step 13]	\$72,288.00	\$73,170.00	\$74,052.00	\$74,934.00	\$75,816.00	\$76,698.00	\$77,580.00	\$78,462.00	\$79,344.00	\$80,226.00
[Step 14]	\$73,606.00	\$74,488.00	\$75,370.00	\$76,252.00	\$77,134.00	\$78,016.00	\$78,898.00	\$79,780.00	\$80,662.00	\$81,544.00
[Step 15]	\$74,924.00	\$75,806.00	\$76,688.00	\$77,570.00	\$78,452.00	\$79,334.00	\$80,216.00	\$81,098.00	\$81,980.00	\$82,862.00
[Step 16]	\$76,242.00	\$77,124.00	\$78,006.00	\$78,888.00	\$79,770.00	\$80,652.00	\$81,534.00	\$82,416.00	\$83,298.00	\$84,180.00

**SOUHEGAN Policy**

**GCBA**

**PROFESSIONAL AND SUPPORT STAFF COMPENSATION SCHEDULES**

	<b>U</b>	<b>V</b>	<b>W</b>	<b>X</b>	<b>Y</b>	<b>Z</b>	<b>AA</b>	<b>AB</b>	<b>AC</b>	<b>AD</b>
[Step 0]	\$63,974.00	\$64,856.00	\$65,738.00	\$66,620.00	\$67,502.00	\$68,384.00	\$69,266.00	\$70,148.00	\$71,030.00	\$71,912.00
[Step 1]	\$65,292.00	\$66,174.00	\$67,056.00	\$67,938.00	\$68,820.00	\$69,702.00	\$70,584.00	\$71,466.00	\$72,348.00	\$73,230.00
[Step 2]	\$66,610.00	\$67,492.00	\$68,374.00	\$69,256.00	\$70,138.00	\$71,020.00	\$71,902.00	\$72,784.00	\$73,666.00	\$74,548.00
[Step 3]	\$67,928.00	\$68,810.00	\$69,692.00	\$70,574.00	\$71,456.00	\$72,338.00	\$73,220.00	\$74,102.00	\$74,984.00	\$75,866.00
[Step 4]	\$69,246.00	\$70,128.00	\$71,010.00	\$71,892.00	\$72,774.00	\$73,656.00	\$74,538.00	\$75,420.00	\$76,302.00	\$77,184.00
[Step 5]	\$70,564.00	\$71,446.00	\$72,328.00	\$73,210.00	\$74,092.00	\$74,974.00	\$75,856.00	\$76,738.00	\$77,620.00	\$78,502.00
[Step 6]	\$71,882.00	\$72,764.00	\$73,646.00	\$74,528.00	\$75,410.00	\$76,292.00	\$77,174.00	\$78,056.00	\$78,938.00	\$79,820.00
[Step 7]	\$73,200.00	\$74,082.00	\$74,964.00	\$75,846.00	\$76,728.00	\$77,610.00	\$78,492.00	\$79,374.00	\$80,256.00	\$81,138.00
[Step 8]	\$74,518.00	\$75,400.00	\$76,282.00	\$77,164.00	\$78,046.00	\$78,928.00	\$79,810.00	\$80,692.00	\$81,574.00	\$82,456.00
[Step 9]	\$75,836.00	\$76,718.00	\$77,600.00	\$78,482.00	\$79,364.00	\$80,246.00	\$81,128.00	\$82,010.00	\$82,892.00	\$83,774.00
[Step 10]	\$77,154.00	\$78,036.00	\$78,918.00	\$79,800.00	\$80,682.00	\$81,564.00	\$82,446.00	\$83,328.00	\$84,210.00	\$85,092.00
[Step 11]	\$78,472.00	\$79,354.00	\$80,236.00	\$81,118.00	\$82,000.00	\$82,882.00	\$83,764.00	\$84,646.00	\$85,528.00	\$86,410.00
[Step 12]	\$79,790.00	\$80,672.00	\$81,554.00	\$82,436.00	\$83,318.00	\$84,200.00	\$85,082.00	\$85,964.00	\$86,846.00	\$87,728.00
[Step 13]	\$81,108.00	\$81,990.00	\$82,872.00	\$83,754.00	\$84,636.00	\$85,518.00	\$86,400.00	\$87,282.00	\$88,164.00	\$89,046.00
[Step 14]	\$82,426.00	\$83,308.00	\$84,190.00	\$85,072.00	\$85,954.00	\$86,836.00	\$87,718.00	\$88,600.00	\$89,482.00	\$90,364.00
[Step 15]	\$83,744.00	\$84,626.00	\$85,508.00	\$86,390.00	\$87,272.00	\$88,154.00	\$89,036.00	\$89,918.00	\$90,800.00	\$91,682.00
[Step 16]	\$85,062.00	\$85,944.00	\$86,826.00	\$87,708.00	\$88,590.00	\$89,472.00	\$90,354.00	\$91,236.00	\$92,118.00	\$93,000.00

**SOUHEGAN Policy**

**GCBA**

**PROFESSIONAL AND SUPPORT STAFF COMPENSATION SCHEDULES**

**Souhegan Professional Salary Schedule**

**2021-2022**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
[Step 0]	\$46,334.00	\$47,216.00	\$48,098.00	\$48,980.00	\$49,862.00	\$50,744.00	\$51,626.00	\$52,508.00	\$53,390.00	\$54,272.00
(Step 1)	\$47,772.00	\$48,654.00	\$49,536.00	\$50,418.00	\$51,300.00	\$52,182.00	\$53,064.00	\$53,946.00	\$54,828.00	\$55,710.00
(Step 2)	\$49,210.00	\$50,092.00	\$50,974.00	\$51,856.00	\$52,738.00	\$53,620.00	\$54,502.00	\$55,384.00	\$56,266.00	\$57,148.00
[Step 3]	\$50,648.00	\$51,530.00	\$52,412.00	\$53,294.00	\$54,176.00	\$55,058.00	\$55,940.00	\$56,822.00	\$57,704.00	\$58,586.00
[Step 4]	\$52,086.00	\$52,968.00	\$53,850.00	\$54,732.00	\$55,614.00	\$56,496.00	\$57,378.00	\$58,260.00	\$59,142.00	\$60,024.00
[Step 5]	\$53,524.00	\$54,406.00	\$55,288.00	\$56,170.00	\$57,052.00	\$57,934.00	\$58,816.00	\$59,698.00	\$60,580.00	\$61,462.00
[Step 6]	\$54,962.00	\$55,844.00	\$56,726.00	\$57,608.00	\$58,490.00	\$59,372.00	\$60,254.00	\$61,136.00	\$62,018.00	\$62,900.00
[Step 7]	\$56,400.00	\$57,282.00	\$58,164.00	\$59,046.00	\$59,928.00	\$60,810.00	\$61,692.00	\$62,574.00	\$63,456.00	\$64,338.00
[Step 8]	\$57,838.00	\$58,720.00	\$59,602.00	\$60,484.00	\$61,366.00	\$62,248.00	\$63,130.00	\$64,012.00	\$64,894.00	\$65,776.00
[Step 9]	\$59,276.00	\$60,158.00	\$61,040.00	\$61,922.00	\$62,804.00	\$63,686.00	\$64,568.00	\$65,450.00	\$66,332.00	\$67,214.00
[Step 10]	\$60,714.00	\$61,596.00	\$62,478.00	\$63,360.00	\$64,242.00	\$65,124.00	\$66,006.00	\$66,888.00	\$67,770.00	\$68,652.00
(Step 11)	\$62,152.00	\$63,034.00	\$63,916.00	\$64,798.00	\$65,680.00	\$66,562.00	\$67,444.00	\$68,326.00	\$69,208.00	\$70,090.00
(Step 12)	\$63,590.00	\$64,472.00	\$65,354.00	\$66,236.00	\$67,118.00	\$68,000.00	\$68,882.00	\$69,764.00	\$70,646.00	\$71,528.00
(Step 13)	\$63,590.00	\$64,472.00	\$65,354.00	\$67,674.00	\$68,556.00	\$69,438.00	\$70,320.00	\$71,202.00	\$72,084.00	\$72,966.00
(Step 14)	\$63,590.00	\$64,472.00	\$65,354.00	\$69,112.00	\$69,994.00	\$70,876.00	\$71,758.00	\$72,640.00	\$73,522.00	\$74,404.00
(Step 15)	\$63,590.00	\$64,472.00	\$65,354.00	\$70,550.00	\$71,432.00	\$72,314.00	\$73,196.00	\$74,078.00	\$74,960.00	\$75,842.00
(Step 16)	\$63,590.00	\$64,472.00	\$65,354.00	\$71,988.00	\$72,870.00	\$73,752.00	\$74,634.00	\$75,516.00	\$76,398.00	\$77,280.00
	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>	<b>P</b>	<b>Q</b>	<b>R</b>	<b>S</b>	<b>T</b>
[Step 0]	\$55,154.00	\$56,036.00	\$56,918.00	\$57,800.00	\$58,682.00	\$59,564.00	\$60,446.00	\$61,328.00	\$62,210.00	\$63,092.00
(Step 1)	\$56,592.00	\$57,474.00	\$58,356.00	\$59,238.00	\$60,120.00	\$61,002.00	\$61,884.00	\$62,766.00	\$63,648.00	\$64,530.00
(Step 2)	\$58,030.00	\$58,912.00	\$59,794.00	\$60,676.00	\$61,558.00	\$62,440.00	\$63,322.00	\$64,204.00	\$65,086.00	\$65,968.00
[Step 3]	\$59,468.00	\$60,350.00	\$61,232.00	\$62,114.00	\$62,996.00	\$63,878.00	\$64,760.00	\$65,642.00	\$66,524.00	\$67,406.00
[Step 4]	\$60,906.00	\$61,788.00	\$62,670.00	\$63,552.00	\$64,434.00	\$65,316.00	\$66,198.00	\$67,080.00	\$67,962.00	\$68,844.00
[Step 5]	\$62,344.00	\$63,226.00	\$64,108.00	\$64,990.00	\$65,872.00	\$66,754.00	\$67,636.00	\$68,518.00	\$69,400.00	\$70,282.00
[Step 6]	\$63,782.00	\$64,664.00	\$65,546.00	\$66,428.00	\$67,310.00	\$68,192.00	\$69,074.00	\$69,956.00	\$70,838.00	\$71,720.00
[Step 7]	\$65,220.00	\$66,102.00	\$66,984.00	\$67,866.00	\$68,748.00	\$69,630.00	\$70,512.00	\$71,394.00	\$72,276.00	\$73,158.00
[Step 8]	\$66,658.00	\$67,540.00	\$68,422.00	\$69,304.00	\$70,186.00	\$71,068.00	\$71,950.00	\$72,832.00	\$73,714.00	\$74,596.00
[Step 9]	\$68,096.00	\$68,978.00	\$69,860.00	\$70,742.00	\$71,624.00	\$72,506.00	\$73,388.00	\$74,270.00	\$75,152.00	\$76,034.00
[Step 10]	\$69,534.00	\$70,416.00	\$71,298.00	\$72,180.00	\$73,062.00	\$73,944.00	\$74,826.00	\$75,708.00	\$76,590.00	\$77,472.00
(Step 11)	\$70,972.00	\$71,854.00	\$72,736.00	\$73,618.00	\$74,500.00	\$75,382.00	\$76,264.00	\$77,146.00	\$78,028.00	\$78,910.00
(Step 12)	\$72,410.00	\$73,292.00	\$74,174.00	\$75,056.00	\$75,938.00	\$76,820.00	\$77,702.00	\$78,584.00	\$79,466.00	\$80,348.00
(Step 13)	\$73,848.00	\$74,730.00	\$75,612.00	\$76,494.00	\$77,376.00	\$78,258.00	\$79,140.00	\$80,022.00	\$80,904.00	\$81,786.00
(Step 14)	\$75,286.00	\$76,168.00	\$77,050.00	\$77,932.00	\$78,814.00	\$79,696.00	\$80,578.00	\$81,460.00	\$82,342.00	\$83,224.00
(Step 15)	\$76,724.00	\$77,606.00	\$78,488.00	\$79,370.00	\$80,252.00	\$81,134.00	\$82,016.00	\$82,898.00	\$83,780.00	\$84,662.00
(Step 16)	\$78,162.00	\$79,044.00	\$79,926.00	\$80,808.00	\$81,690.00	\$82,572.00	\$83,454.00	\$84,336.00	\$85,218.00	\$86,100.00

**SOUHEGAN Policy**

**GCBA**

**PROFESSIONAL AND SUPPORT STAFF COMPENSATION SCHEDULES**

	<b>U</b>	<b>V</b>	<b>W</b>	<b>X</b>	<b>Y</b>	<b>Z</b>	<b>AA</b>	<b>AB</b>	<b>AC</b>	<b>AD</b>
[Step 0]	\$63,974.00	\$64,856.00	\$65,738.00	\$66,620.00	\$67,502.00	\$68,384.00	\$69,266.00	\$70,148.00	\$71,030.00	\$71,912.00
[Step 1]	\$65,412.00	\$66,294.00	\$67,176.00	\$68,058.00	\$68,940.00	\$69,822.00	\$70,704.00	\$71,586.00	\$72,468.00	\$73,350.00
[Step 2]	\$66,850.00	\$67,732.00	\$68,614.00	\$69,496.00	\$70,378.00	\$71,260.00	\$72,142.00	\$73,024.00	\$73,906.00	\$74,788.00
[Step 3]	\$68,288.00	\$69,170.00	\$70,052.00	\$70,934.00	\$71,816.00	\$72,698.00	\$73,580.00	\$74,462.00	\$75,344.00	\$76,226.00
[Step 4]	\$69,726.00	\$70,608.00	\$71,490.00	\$72,372.00	\$73,254.00	\$74,136.00	\$75,018.00	\$75,900.00	\$76,782.00	\$77,664.00
[Step 5]	\$71,164.00	\$72,046.00	\$72,928.00	\$73,810.00	\$74,692.00	\$75,574.00	\$76,456.00	\$77,338.00	\$78,220.00	\$79,102.00
[Step 6]	\$72,602.00	\$73,484.00	\$74,366.00	\$75,248.00	\$76,130.00	\$77,012.00	\$77,894.00	\$78,776.00	\$79,658.00	\$80,540.00
[Step 7]	\$74,040.00	\$74,922.00	\$75,804.00	\$76,686.00	\$77,568.00	\$78,450.00	\$79,332.00	\$80,214.00	\$81,096.00	\$81,978.00
[Step 8]	\$75,478.00	\$76,360.00	\$77,242.00	\$78,124.00	\$79,006.00	\$79,888.00	\$80,770.00	\$81,652.00	\$82,534.00	\$83,416.00
[Step 9]	\$76,916.00	\$77,798.00	\$78,680.00	\$79,562.00	\$80,444.00	\$81,326.00	\$82,208.00	\$83,090.00	\$83,972.00	\$84,854.00
[Step 10]	\$78,354.00	\$79,236.00	\$80,118.00	\$81,000.00	\$81,882.00	\$82,764.00	\$83,646.00	\$84,528.00	\$85,410.00	\$86,292.00
[Step 11]	\$79,792.00	\$80,674.00	\$81,556.00	\$82,438.00	\$83,320.00	\$84,202.00	\$85,084.00	\$85,966.00	\$86,848.00	\$87,730.00
[Step 12]	\$81,230.00	\$82,112.00	\$82,994.00	\$83,876.00	\$84,758.00	\$85,640.00	\$86,522.00	\$87,404.00	\$88,286.00	\$89,168.00
[Step 13]	\$82,668.00	\$83,550.00	\$84,432.00	\$85,314.00	\$86,196.00	\$87,078.00	\$87,960.00	\$88,842.00	\$89,724.00	\$90,606.00
[Step 14]	\$84,106.00	\$84,988.00	\$85,870.00	\$86,752.00	\$87,634.00	\$88,516.00	\$89,398.00	\$90,280.00	\$91,162.00	\$92,044.00
[Step 15]	\$85,544.00	\$86,426.00	\$87,308.00	\$88,190.00	\$89,072.00	\$89,954.00	\$90,836.00	\$91,718.00	\$92,600.00	\$93,482.00
[Step 16]	\$86,982.00	\$87,864.00	\$88,746.00	\$89,628.00	\$90,510.00	\$91,392.00	\$92,274.00	\$93,156.00	\$94,038.00	\$94,920.00

PROFESSIONAL AND SUPPORT STAFF COMPENSATION SCHEDULES

Souhegan Professional Salary Schedule

2022-2023

	A	B	C	D	E	F	G	H	I	J
[Step 0]	\$46,334.00	\$47,216.00	\$48,098.00	\$48,980.00	\$49,862.00	\$50,744.00	\$51,626.00	\$52,508.00	\$53,390.00	\$54,272.00
(Step 1)	\$47,882.00	\$48,764.00	\$49,646.00	\$50,528.00	\$51,410.00	\$52,292.00	\$53,174.00	\$54,056.00	\$54,938.00	\$55,820.00
(Step 2)	\$49,430.00	\$50,312.00	\$51,194.00	\$52,076.00	\$52,958.00	\$53,840.00	\$54,722.00	\$55,604.00	\$56,486.00	\$57,368.00
[Step 3]	\$50,978.00	\$51,860.00	\$52,742.00	\$53,624.00	\$54,506.00	\$55,388.00	\$56,270.00	\$57,152.00	\$58,034.00	\$58,916.00
[Step 4]	\$52,526.00	\$53,408.00	\$54,290.00	\$55,172.00	\$56,054.00	\$56,936.00	\$57,818.00	\$58,700.00	\$59,582.00	\$60,464.00
[Step 5]	\$54,074.00	\$54,956.00	\$55,838.00	\$56,720.00	\$57,602.00	\$58,484.00	\$59,366.00	\$60,248.00	\$61,130.00	\$62,012.00
[Step 6]	\$55,622.00	\$56,504.00	\$57,386.00	\$58,268.00	\$59,150.00	\$60,032.00	\$60,914.00	\$61,796.00	\$62,678.00	\$63,560.00
[Step 7]	\$57,170.00	\$58,052.00	\$58,934.00	\$59,816.00	\$60,698.00	\$61,580.00	\$62,462.00	\$63,344.00	\$64,226.00	\$65,108.00
[Step 8]	\$58,718.00	\$59,600.00	\$60,482.00	\$61,364.00	\$62,246.00	\$63,128.00	\$64,010.00	\$64,892.00	\$65,774.00	\$66,656.00
[Step 9]	\$60,266.00	\$61,148.00	\$62,030.00	\$62,912.00	\$63,794.00	\$64,676.00	\$65,558.00	\$66,440.00	\$67,322.00	\$68,204.00
[Step 10]	\$61,814.00	\$62,696.00	\$63,578.00	\$64,460.00	\$65,342.00	\$66,224.00	\$67,106.00	\$67,988.00	\$68,870.00	\$69,752.00
(Step 11)	\$63,362.00	\$64,244.00	\$65,126.00	\$66,008.00	\$66,890.00	\$67,772.00	\$68,654.00	\$69,536.00	\$70,418.00	\$71,300.00
(Step 12)	\$64,910.00	\$65,792.00	\$66,674.00	\$67,556.00	\$68,438.00	\$69,320.00	\$70,202.00	\$71,084.00	\$71,966.00	\$72,848.00
(Step 13)	\$64,910.00	\$65,792.00	\$66,674.00	\$69,104.00	\$69,986.00	\$70,868.00	\$71,750.00	\$72,632.00	\$73,514.00	\$74,396.00
(Step 14)	\$64,910.00	\$65,792.00	\$66,674.00	\$70,652.00	\$71,534.00	\$72,416.00	\$73,298.00	\$74,180.00	\$75,062.00	\$75,944.00
(Step 15)	\$64,910.00	\$65,792.00	\$66,674.00	\$72,200.00	\$73,082.00	\$73,964.00	\$74,846.00	\$75,728.00	\$76,610.00	\$77,492.00
(Step 16)	\$64,910.00	\$65,792.00	\$66,674.00	\$73,748.00	\$74,630.00	\$75,512.00	\$76,394.00	\$77,276.00	\$78,158.00	\$79,040.00
	K	L	M	N	O	P	Q	R	S	T
[Step 0]	\$55,154.00	\$56,036.00	\$56,918.00	\$57,800.00	\$58,682.00	\$59,564.00	\$60,446.00	\$61,328.00	\$62,210.00	\$63,092.00
(Step 1)	\$56,702.00	\$57,584.00	\$58,466.00	\$59,348.00	\$60,230.00	\$61,112.00	\$61,994.00	\$62,876.00	\$63,758.00	\$64,640.00
(Step 2)	\$58,250.00	\$59,132.00	\$60,014.00	\$60,896.00	\$61,778.00	\$62,660.00	\$63,542.00	\$64,424.00	\$65,306.00	\$66,188.00
[Step 3]	\$59,798.00	\$60,680.00	\$61,562.00	\$62,444.00	\$63,326.00	\$64,208.00	\$65,090.00	\$65,972.00	\$66,854.00	\$67,736.00
[Step 4]	\$61,346.00	\$62,228.00	\$63,110.00	\$63,992.00	\$64,874.00	\$65,756.00	\$66,638.00	\$67,520.00	\$68,402.00	\$69,284.00
[Step 5]	\$62,894.00	\$63,776.00	\$64,658.00	\$65,540.00	\$66,422.00	\$67,304.00	\$68,186.00	\$69,068.00	\$69,950.00	\$70,832.00
[Step 6]	\$64,442.00	\$65,324.00	\$66,206.00	\$67,088.00	\$67,970.00	\$68,852.00	\$69,734.00	\$70,616.00	\$71,498.00	\$72,380.00
[Step 7]	\$65,990.00	\$66,872.00	\$67,754.00	\$68,636.00	\$69,518.00	\$70,400.00	\$71,282.00	\$72,164.00	\$73,046.00	\$73,928.00
[Step 8]	\$67,538.00	\$68,420.00	\$69,302.00	\$70,184.00	\$71,066.00	\$71,948.00	\$72,830.00	\$73,712.00	\$74,594.00	\$75,476.00
[Step 9]	\$69,086.00	\$69,968.00	\$70,850.00	\$71,732.00	\$72,614.00	\$73,496.00	\$74,378.00	\$75,260.00	\$76,142.00	\$77,024.00
[Step 10]	\$70,634.00	\$71,516.00	\$72,398.00	\$73,280.00	\$74,162.00	\$75,044.00	\$75,926.00	\$76,808.00	\$77,690.00	\$78,572.00
(Step 11)	\$72,182.00	\$73,064.00	\$73,946.00	\$74,828.00	\$75,710.00	\$76,592.00	\$77,474.00	\$78,356.00	\$79,238.00	\$80,120.00
(Step 12)	\$73,730.00	\$74,612.00	\$75,494.00	\$76,376.00	\$77,258.00	\$78,140.00	\$79,022.00	\$79,904.00	\$80,786.00	\$81,668.00
(Step 13)	\$75,278.00	\$76,160.00	\$77,042.00	\$77,924.00	\$78,806.00	\$79,688.00	\$80,570.00	\$81,452.00	\$82,334.00	\$83,216.00
(Step 14)	\$76,826.00	\$77,708.00	\$78,590.00	\$79,472.00	\$80,354.00	\$81,236.00	\$82,118.00	\$83,000.00	\$83,882.00	\$84,764.00
(Step 15)	\$78,374.00	\$79,256.00	\$80,138.00	\$81,020.00	\$81,902.00	\$82,784.00	\$83,666.00	\$84,548.00	\$85,430.00	\$86,312.00
(Step 16)	\$79,922.00	\$80,804.00	\$81,686.00	\$82,568.00	\$83,450.00	\$84,332.00	\$85,214.00	\$86,096.00	\$86,978.00	\$87,860.00

**PROFESSIONAL AND SUPPORT STAFF COMPENSATION SCHEDULES**

	U	V	W	X	Y	Z	AA	AB	AC	AD
[Step 0]	\$63,974.00	\$64,856.00	\$65,738.00	\$66,620.00	\$67,502.00	\$68,384.00	\$69,266.00	\$70,148.00	\$71,030.00	\$71,912.00
(Step 1)	\$65,522.00	\$66,404.00	\$67,286.00	\$68,168.00	\$69,050.00	\$69,932.00	\$70,814.00	\$71,696.00	\$72,578.00	\$73,460.00
(Step 2)	\$67,070.00	\$67,952.00	\$68,834.00	\$69,716.00	\$70,598.00	\$71,480.00	\$72,362.00	\$73,244.00	\$74,126.00	\$75,008.00
[Step 3]	\$68,618.00	\$69,500.00	\$70,382.00	\$71,264.00	\$72,146.00	\$73,028.00	\$73,910.00	\$74,792.00	\$75,674.00	\$76,556.00
[Step 4]	\$70,166.00	\$71,048.00	\$71,930.00	\$72,812.00	\$73,694.00	\$74,576.00	\$75,458.00	\$76,340.00	\$77,222.00	\$78,104.00
[Step 5]	\$71,714.00	\$72,596.00	\$73,478.00	\$74,360.00	\$75,242.00	\$76,124.00	\$77,006.00	\$77,888.00	\$78,770.00	\$79,652.00
[Step 6]	\$73,262.00	\$74,144.00	\$75,026.00	\$75,908.00	\$76,790.00	\$77,672.00	\$78,554.00	\$79,436.00	\$80,318.00	\$81,200.00
[Step 7]	\$74,810.00	\$75,692.00	\$76,574.00	\$77,456.00	\$78,338.00	\$79,220.00	\$80,102.00	\$80,984.00	\$81,866.00	\$82,748.00
[Step 8]	\$76,358.00	\$77,240.00	\$78,122.00	\$79,004.00	\$79,886.00	\$80,768.00	\$81,650.00	\$82,532.00	\$83,414.00	\$84,296.00
[Step 9]	\$77,906.00	\$78,788.00	\$79,670.00	\$80,552.00	\$81,434.00	\$82,316.00	\$83,198.00	\$84,080.00	\$84,962.00	\$85,844.00
[Step 10]	\$79,454.00	\$80,336.00	\$81,218.00	\$82,100.00	\$82,982.00	\$83,864.00	\$84,746.00	\$85,628.00	\$86,510.00	\$87,392.00
(Step 11)	\$81,002.00	\$81,884.00	\$82,766.00	\$83,648.00	\$84,530.00	\$85,412.00	\$86,294.00	\$87,176.00	\$88,058.00	\$88,940.00
(Step 12)	\$82,550.00	\$83,432.00	\$84,314.00	\$85,196.00	\$86,078.00	\$86,960.00	\$87,842.00	\$88,724.00	\$89,606.00	\$90,488.00
(Step 13)	\$84,098.00	\$84,980.00	\$85,862.00	\$86,744.00	\$87,626.00	\$88,508.00	\$89,390.00	\$90,272.00	\$91,154.00	\$92,036.00
(Step 14)	\$85,646.00	\$86,528.00	\$87,410.00	\$88,292.00	\$89,174.00	\$90,056.00	\$90,938.00	\$91,820.00	\$92,702.00	\$93,584.00
(Step 15)	\$87,194.00	\$88,076.00	\$88,958.00	\$89,840.00	\$90,722.00	\$91,604.00	\$92,486.00	\$93,368.00	\$94,250.00	\$95,132.00
(Step 16)	\$88,742.00	\$89,624.00	\$90,506.00	\$91,388.00	\$92,270.00	\$93,152.00	\$94,034.00	\$94,916.00	\$95,798.00	\$96,680.00

**PROFESSIONAL AND SUPPORT STAFF COMPENSATION SCHEDULES**

Souhegan Professional Salary Schedule										
2023-2024										
	A	B	C	D	E	F	G	H	I	J
[Step 0]	\$46,334.00	\$47,216.00	\$48,098.00	\$48,980.00	\$49,862.00	\$50,744.00	\$51,626.00	\$52,508.00	\$53,390.00	\$54,272.00
(Step 1)	\$47,979.00	\$48,861.00	\$49,743.00	\$50,625.00	\$51,507.00	\$52,389.00	\$53,271.00	\$54,153.00	\$55,035.00	\$55,917.00
(Step 2)	\$49,624.00	\$50,506.00	\$51,388.00	\$52,270.00	\$53,152.00	\$54,034.00	\$54,916.00	\$55,798.00	\$56,680.00	\$57,562.00
[Step 3]	\$51,269.00	\$52,151.00	\$53,033.00	\$53,915.00	\$54,797.00	\$55,679.00	\$56,561.00	\$57,443.00	\$58,325.00	\$59,207.00
[Step 4]	\$52,914.00	\$53,796.00	\$54,678.00	\$55,560.00	\$56,442.00	\$57,324.00	\$58,206.00	\$59,088.00	\$59,970.00	\$60,852.00
[Step 5]	\$54,559.00	\$55,441.00	\$56,323.00	\$57,205.00	\$58,087.00	\$58,969.00	\$59,851.00	\$60,733.00	\$61,615.00	\$62,497.00
[Step 6]	\$56,204.00	\$57,086.00	\$57,968.00	\$58,850.00	\$59,732.00	\$60,614.00	\$61,496.00	\$62,378.00	\$63,260.00	\$64,142.00
[Step 7]	\$57,849.00	\$58,731.00	\$59,613.00	\$60,495.00	\$61,377.00	\$62,259.00	\$63,141.00	\$64,023.00	\$64,905.00	\$65,787.00
[Step 8]	\$59,494.00	\$60,376.00	\$61,258.00	\$62,140.00	\$63,022.00	\$63,904.00	\$64,786.00	\$65,668.00	\$66,550.00	\$67,432.00
[Step 9]	\$61,139.00	\$62,021.00	\$62,903.00	\$63,785.00	\$64,667.00	\$65,549.00	\$66,431.00	\$67,313.00	\$68,195.00	\$69,077.00
[Step 10]	\$62,784.00	\$63,666.00	\$64,548.00	\$65,430.00	\$66,312.00	\$67,194.00	\$68,076.00	\$68,958.00	\$69,840.00	\$70,722.00
(Step 11)	\$64,429.00	\$65,311.00	\$66,193.00	\$67,075.00	\$67,957.00	\$68,839.00	\$69,721.00	\$70,603.00	\$71,485.00	\$72,367.00
(Step 12)	\$66,074.00	\$66,956.00	\$67,838.00	\$68,720.00	\$69,602.00	\$70,484.00	\$71,366.00	\$72,248.00	\$73,130.00	\$74,012.00
(Step 13)	\$66,074.00	\$66,956.00	\$67,838.00	\$70,365.00	\$71,247.00	\$72,129.00	\$73,011.00	\$73,893.00	\$74,775.00	\$75,657.00
(Step 14)	\$66,074.00	\$66,956.00	\$67,838.00	\$72,010.00	\$72,892.00	\$73,774.00	\$74,656.00	\$75,538.00	\$76,420.00	\$77,302.00
(Step 15)	\$66,074.00	\$66,956.00	\$67,838.00	\$73,655.00	\$74,537.00	\$75,419.00	\$76,301.00	\$77,183.00	\$78,065.00	\$78,947.00
(Step 16)	\$66,074.00	\$66,956.00	\$67,838.00	\$75,300.00	\$76,182.00	\$77,064.00	\$77,946.00	\$78,828.00	\$79,710.00	\$80,592.00
	K	L	M	N	O	P	Q	R	S	T
[Step 0]	\$55,154.00	\$56,036.00	\$56,918.00	\$57,800.00	\$58,682.00	\$59,564.00	\$60,446.00	\$61,328.00	\$62,210.00	\$63,092.00
(Step 1)	\$56,799.00	\$57,681.00	\$58,563.00	\$59,445.00	\$60,327.00	\$61,209.00	\$62,091.00	\$62,973.00	\$63,855.00	\$64,737.00
(Step 2)	\$58,444.00	\$59,326.00	\$60,208.00	\$61,090.00	\$61,972.00	\$62,854.00	\$63,736.00	\$64,618.00	\$65,500.00	\$66,382.00
[Step 3]	\$60,089.00	\$60,971.00	\$61,853.00	\$62,735.00	\$63,617.00	\$64,499.00	\$65,381.00	\$66,263.00	\$67,145.00	\$68,027.00
[Step 4]	\$61,734.00	\$62,616.00	\$63,498.00	\$64,380.00	\$65,262.00	\$66,144.00	\$67,026.00	\$67,908.00	\$68,790.00	\$69,672.00
[Step 5]	\$63,379.00	\$64,261.00	\$65,143.00	\$66,025.00	\$66,907.00	\$67,789.00	\$68,671.00	\$69,553.00	\$70,435.00	\$71,317.00
[Step 6]	\$65,024.00	\$65,906.00	\$66,788.00	\$67,670.00	\$68,552.00	\$69,434.00	\$70,316.00	\$71,198.00	\$72,080.00	\$72,962.00
[Step 7]	\$66,669.00	\$67,551.00	\$68,433.00	\$69,315.00	\$70,197.00	\$71,079.00	\$71,961.00	\$72,843.00	\$73,725.00	\$74,607.00
[Step 8]	\$68,314.00	\$69,196.00	\$70,078.00	\$70,960.00	\$71,842.00	\$72,724.00	\$73,606.00	\$74,488.00	\$75,370.00	\$76,252.00
[Step 9]	\$69,959.00	\$70,841.00	\$71,723.00	\$72,605.00	\$73,487.00	\$74,369.00	\$75,251.00	\$76,133.00	\$77,015.00	\$77,897.00
[Step 10]	\$71,604.00	\$72,486.00	\$73,368.00	\$74,250.00	\$75,132.00	\$76,014.00	\$76,896.00	\$77,778.00	\$78,660.00	\$79,542.00
(Step 11)	\$73,249.00	\$74,131.00	\$75,013.00	\$75,895.00	\$76,777.00	\$77,659.00	\$78,541.00	\$79,423.00	\$80,305.00	\$81,187.00
(Step 12)	\$74,894.00	\$75,776.00	\$76,658.00	\$77,540.00	\$78,422.00	\$79,304.00	\$80,186.00	\$81,068.00	\$81,950.00	\$82,832.00
(Step 13)	\$76,539.00	\$77,421.00	\$78,303.00	\$79,185.00	\$80,067.00	\$80,949.00	\$81,831.00	\$82,713.00	\$83,595.00	\$84,477.00
(Step 14)	\$78,184.00	\$79,066.00	\$79,948.00	\$80,830.00	\$81,712.00	\$82,594.00	\$83,476.00	\$84,358.00	\$85,240.00	\$86,122.00
(Step 15)	\$79,829.00	\$80,711.00	\$81,593.00	\$82,475.00	\$83,357.00	\$84,239.00	\$85,121.00	\$86,003.00	\$86,885.00	\$87,767.00
(Step 16)	\$81,474.00	\$82,356.00	\$83,238.00	\$84,120.00	\$85,002.00	\$85,884.00	\$86,766.00	\$87,648.00	\$88,530.00	\$89,412.00

**PROFESSIONAL AND SUPPORT STAFF COMPENSATION SCHEDULES**

	U	V	W	X	Y	Z	AA	AB	AC	AD
[Step 0]	\$63,974.00	\$64,856.00	\$65,738.00	\$66,620.00	\$67,502.00	\$68,384.00	\$69,266.00	\$70,148.00	\$71,030.00	\$71,912.00
(Step 1)	\$65,619.00	\$66,501.00	\$67,383.00	\$68,265.00	\$69,147.00	\$70,029.00	\$70,911.00	\$71,793.00	\$72,675.00	\$73,557.00
(Step 2)	\$67,264.00	\$68,146.00	\$69,028.00	\$69,910.00	\$70,792.00	\$71,674.00	\$72,556.00	\$73,438.00	\$74,320.00	\$75,202.00
[Step 3]	\$68,909.00	\$69,791.00	\$70,673.00	\$71,555.00	\$72,437.00	\$73,319.00	\$74,201.00	\$75,083.00	\$75,965.00	\$76,847.00
[Step 4]	\$70,554.00	\$71,436.00	\$72,318.00	\$73,200.00	\$74,082.00	\$74,964.00	\$75,846.00	\$76,728.00	\$77,610.00	\$78,492.00
[Step 5]	\$72,199.00	\$73,081.00	\$73,963.00	\$74,845.00	\$75,727.00	\$76,609.00	\$77,491.00	\$78,373.00	\$79,255.00	\$80,137.00
[Step 6]	\$73,844.00	\$74,726.00	\$75,608.00	\$76,490.00	\$77,372.00	\$78,254.00	\$79,136.00	\$80,018.00	\$80,900.00	\$81,782.00
[Step 7]	\$75,489.00	\$76,371.00	\$77,253.00	\$78,135.00	\$79,017.00	\$79,899.00	\$80,781.00	\$81,663.00	\$82,545.00	\$83,427.00
[Step 8]	\$77,134.00	\$78,016.00	\$78,898.00	\$79,780.00	\$80,662.00	\$81,544.00	\$82,426.00	\$83,308.00	\$84,190.00	\$85,072.00
[Step 9]	\$78,779.00	\$79,661.00	\$80,543.00	\$81,425.00	\$82,307.00	\$83,189.00	\$84,071.00	\$84,953.00	\$85,835.00	\$86,717.00
[Step 10]	\$80,424.00	\$81,306.00	\$82,188.00	\$83,070.00	\$83,952.00	\$84,834.00	\$85,716.00	\$86,598.00	\$87,480.00	\$88,362.00
(Step 11)	\$82,069.00	\$82,951.00	\$83,833.00	\$84,715.00	\$85,597.00	\$86,479.00	\$87,361.00	\$88,243.00	\$89,125.00	\$90,007.00
(Step 12)	\$83,714.00	\$84,596.00	\$85,478.00	\$86,360.00	\$87,242.00	\$88,124.00	\$89,006.00	\$89,888.00	\$90,770.00	\$91,652.00
(Step 13)	\$85,359.00	\$86,241.00	\$87,123.00	\$88,005.00	\$88,887.00	\$89,769.00	\$90,651.00	\$91,533.00	\$92,415.00	\$93,297.00
(Step 14)	\$87,004.00	\$87,886.00	\$88,768.00	\$89,650.00	\$90,532.00	\$91,414.00	\$92,296.00	\$93,178.00	\$94,060.00	\$94,942.00
(Step 15)	\$88,649.00	\$89,531.00	\$90,413.00	\$91,295.00	\$92,177.00	\$93,059.00	\$93,941.00	\$94,823.00	\$95,705.00	\$96,587.00
(Step 16)	\$90,294.00	\$91,176.00	\$92,058.00	\$92,940.00	\$93,822.00	\$94,704.00	\$95,586.00	\$96,468.00	\$97,350.00	\$98,232.00



**PROFESSIONAL AND SUPPORT STAFF COMPENSATION SCHEDULES**

Souhegan Support Staff Hourly Rate Schedule					2020-2021		
Step	Admin Asst	Para	Para - Cert	Para - ABA	Head Facilities	Facilities	School Nutrition
0	\$18.07	\$20.21	\$20.50	\$22.18	\$18.41	\$15.91	\$13.59
1	\$18.64	\$20.78	\$21.07	\$22.75	\$18.98	\$16.48	\$14.16
2	\$19.22	\$21.36	\$21.64	\$23.32	\$19.56	\$17.06	\$14.73
3	\$19.79	\$21.93	\$22.21	\$23.89	\$20.13	\$17.63	\$15.30
4	\$20.36	\$22.49	\$22.78	\$24.46	\$20.70	\$18.20	\$15.87
5	\$20.92	\$23.06	\$23.35	\$25.03	\$21.26	\$18.76	\$16.44
6	\$21.49	\$23.63	\$23.92	\$25.60	\$21.83	\$19.33	\$17.01
7	\$22.06	\$24.20	\$24.49	\$26.17	\$22.40	\$19.90	\$17.57
8	\$22.63	\$24.77	\$25.06	\$26.74	\$22.97	\$20.47	\$18.15
9	\$23.20	\$25.34	\$25.62	\$27.30	\$23.54	\$21.04	\$18.72
10	\$23.77	\$25.91	\$26.20	\$27.88	\$24.11	\$21.61	\$19.29
11	\$24.34	\$26.48	\$26.77	\$28.45	\$24.68	\$22.18	\$19.86
12	\$24.91	\$27.05	\$27.34	\$29.02	\$25.25	\$22.75	\$20.43

Souhegan Support Staff Hourly Rate Schedule					2021-2022		
Step	Admin Asst	Para	Para - Cert	Para - ABA	Head Facilities	Facilities	School Nutrition
0	\$19.07	\$21.21	\$21.50	\$23.18	\$19.41	\$16.91	\$14.59
1	\$19.64	\$21.78	\$22.07	\$23.75	\$19.98	\$17.48	\$15.16
2	\$20.22	\$22.36	\$22.64	\$24.32	\$20.56	\$18.06	\$15.73
3	\$20.79	\$22.93	\$23.21	\$24.89	\$21.13	\$18.63	\$16.30
4	\$21.36	\$23.49	\$23.78	\$25.46	\$21.70	\$19.20	\$16.87
5	\$21.92	\$24.06	\$24.35	\$26.03	\$22.26	\$19.76	\$17.44
6	\$22.49	\$24.63	\$24.92	\$26.60	\$22.83	\$20.33	\$18.01
7	\$23.06	\$25.20	\$25.49	\$27.17	\$23.40	\$20.90	\$18.57
8	\$23.63	\$25.77	\$26.06	\$27.74	\$23.97	\$21.47	\$19.15
9	\$24.20	\$26.34	\$26.62	\$28.30	\$24.54	\$22.04	\$19.72
10	\$24.77	\$26.91	\$27.20	\$28.88	\$25.11	\$22.61	\$20.29
11	\$25.34	\$27.48	\$27.77	\$29.45	\$25.68	\$23.18	\$20.86
12	\$25.91	\$28.05	\$28.34	\$30.02	\$26.25	\$23.75	\$21.43

**PROFESSIONAL AND SUPPORT STAFF COMPENSATION SCHEDULES**

Souhegan Support Staff Hourly Rate Schedule					2022-2023		
Step	Admin Asst	Para	Para - Cert	Para - ABA	Head Facilities	Facilities	School Nutrition
0	\$20.07	\$22.21	\$22.50	\$24.18	\$20.41	\$17.91	\$15.59
1	\$20.64	\$22.78	\$23.07	\$24.75	\$20.98	\$18.48	\$16.16
2	\$21.22	\$23.36	\$23.64	\$25.32	\$21.56	\$19.06	\$16.73
3	\$21.79	\$23.93	\$24.21	\$25.89	\$22.13	\$19.63	\$17.30
4	\$22.36	\$24.49	\$24.78	\$26.46	\$22.70	\$20.20	\$17.87
5	\$22.92	\$25.06	\$25.35	\$27.03	\$23.26	\$20.76	\$18.44
6	\$23.49	\$25.63	\$25.92	\$27.60	\$23.83	\$21.33	\$19.01
7	\$24.06	\$26.20	\$26.49	\$28.17	\$24.40	\$21.90	\$19.57
8	\$24.63	\$26.77	\$27.06	\$28.74	\$24.97	\$22.47	\$20.15
9	\$25.20	\$27.34	\$27.62	\$29.30	\$25.54	\$23.04	\$20.72
10	\$25.77	\$27.91	\$28.20	\$29.88	\$26.11	\$23.61	\$21.29
11	\$26.34	\$28.48	\$28.77	\$30.45	\$26.68	\$24.18	\$21.86
12	\$26.91	\$29.05	\$29.34	\$31.02	\$27.25	\$24.75	\$22.43

Souhegan Support Staff Hourly Rate Schedule					2023-24		
Step	Admin Asst	Para	Para - Cert	Para - ABA	Head Facilities	Facilities	School Nutrition
0	\$21.07	\$23.21	\$23.50	\$25.18	\$21.41	\$18.91	\$16.59
1	\$21.64	\$23.78	\$24.07	\$25.75	\$21.98	\$19.48	\$17.16
2	\$22.22	\$24.36	\$24.64	\$26.32	\$22.56	\$20.06	\$17.73
3	\$22.79	\$24.93	\$25.21	\$26.89	\$23.13	\$20.63	\$18.30
4	\$23.36	\$25.49	\$25.78	\$27.46	\$23.70	\$21.20	\$18.87
5	\$23.92	\$26.06	\$26.35	\$28.03	\$24.26	\$21.76	\$19.44
6	\$24.49	\$26.63	\$26.92	\$28.60	\$24.83	\$22.33	\$20.01
7	\$25.06	\$27.20	\$27.49	\$29.17	\$25.40	\$22.90	\$20.57
8	\$25.63	\$27.77	\$28.06	\$29.74	\$25.97	\$23.47	\$21.15
9	\$26.20	\$28.34	\$28.62	\$30.30	\$26.54	\$24.04	\$21.72
10	\$26.77	\$28.91	\$29.20	\$30.88	\$27.11	\$24.61	\$22.29
11	\$27.34	\$29.48	\$29.77	\$31.45	\$27.68	\$25.18	\$22.86
12	\$27.91	\$30.05	\$30.34	\$32.02	\$28.25	\$25.75	\$23.43

**PROFESSIONAL AND SUPPORT STAFF COMPENSATION SCHEDULES**

**Positions Not Found on the Professional or Support Staff Salary Schedules**

Certain non-certified professional positions staff are compensated at levels comparable to the professional teaching staff salary schedules, but do not have require the same educational levels and DOE continuing education requirements. These identified positions will be compensated as follows:

1. Members of the group (six at the time of adoption of this policy, and as hired in the future) will be considered to be arbitrarily placed on either the Master’s or Bachelor’s scale.
2. For the 2005-2006 year they are declared to be on Step 0. New hires will be placed in accordance with their experience, and all positions will increase 1 step per year.
3. Each of the members of the group will receive pay increases (under normal circumstances) as other professional staff do: advancing one step per year + negotiated changes to the base + negotiated changes to the step size.
4. Each special position being unique within the school and within the group, each will have its own Comparability Adjustment applied. The Comparability Adjustment is designed to be adjusted rarely, in response to labor market conditions or changes in job scope that change the comparable external comparisons. It is not proposed or intended to be the primary method for assuring a fair and equitable wage for the members of the group — adjustments to other elements of the formula are expected to yield that result across the board for all staff.

Members of this group they will be considered Professional Staff for representation on PPC and all other benefits (Effective FY19).

**ADOPTION: August 1999 REVISION: 2002, 2006, 2007, 2008**  
**REVISED: January 4, 2011 – new PPC Agreement for FY12-13.**  
**REVISED: January 3, 2013 – new PPC Agreement for FY14-15.**  
**REVISED: November 1, 2017 – New PPC Agreement FY18 – new Professional and Support schedules, and revised Career Growth rules lane changes.**  
**REVISED: April 5, 2018 – New PPC Agreement FY19-20 – new Professional and Support schedules for FY18-19 and FY19-20, and Career Growth lanes limited, Special Category employees moved to Professional staff.. [Professional Salary Schedule for 2019-2020 Corrected February 11, 2019]**  
**REVISION: For Approval May, 2020 – New PPC Agreement FY21-24, Approved March 2020 – New Professional and Support schedules for FY21, FY22, FY23, and FY24. New Support Staff Category (ABA Para). Professional Staff lanes beyond AD allowed. District Initiative Compensation Incentive added.**



**STAFF WORK LOAD**

Souhegan employees are required to fulfill the responsibilities set forth in their contract, in state law, in state board regulations, in policies established by the board, and in regulations established by the superintendent and principal. Current School Board policies will be available online.

The responsibilities and duties of all personnel will be established by the superintendent in conjunction with the principal. The primary duty of a professional staff member is to meet the educational needs of the students assigned to them. The administration and each staff member may mutually agree to deviate from the following expectations to meet unique needs, but the following set forth the basic requirements.

1. Attend all required school and other non-instructional days as defined by the school calendar.
2. Be prepared to engage with students at the start of the school day, and fulfill professional duties throughout the school day. Be available for student support and professional responsibilities after school on a regular basis.
3. Teach four full-year classes (or equivalent), one partial year (trimester/semester) class (or equivalent) and be responsible for an advisory. Anything beyond this will be considered an overload. Supplemental compensation shall be tailored to the specifics of the overload, but will be based on the guideline that teaching five full year classes (or equivalent) and an advisory will cause a 10% increase over the normal compensation (from Policy GCB). Supplemental Compensation will only be paid during the time the overload is required.
4. Be responsible for an instructional base load of approximately 90 students, including advisory. Teachers will be allocated 1 professional planning day per marking period with annual instructional loads of 100 to 110 total students (with load prorated for partial-year courses), including advisory. Teachers will be allocated 2 professional planning days per marking period with annual instructional loads over 110 total students (with load prorated for partial-year courses), including advisory.
5. The goal is for each teacher have 2 unique class preps plus a prep for advisory, giving a total of 3 preps. No more than four unique class preps will be required for traditional academic credit classes and advisory.
6. Participate as needed in supporting student Graduation Requirements.

Any such duty and responsibility can be reviewed by Superintendent at the request of the personnel involved. Decisions of the Superintendent may be appealed to the School Board, and the ruling of the School Board will be final.

[Delete previous GCM-R effective 6/31/18]

**ADOPTION: May 1991**

**REVISED: December 5, 2013**

**REVISED: PPC Agreement January 29th, 2018, Approved April 5, 2018 (Enables Semesters or Trimesters, sets student load and prep goals, provides relief for overloaded teachers)**

**REVISED: For Approval May, 2020, per PPC Agreement Approved March 2020, Changes overload compensation from 5% to 10%, adds Superintendent to appeals process.**

**INDIVIDUAL EMPLOYEE INVESTMENT FUND**

If a majority of the Souhegan Cooperative School District employees whose positions are covered by Group I of the New Hampshire Retirement System shall vote **against** coverage under the Social Security Act, as defined by RSA 101:2 VII, **in reliance upon** the following Policy, the Souhegan Cooperative School Board unanimously agrees to vote for and enact the following:

The Souhegan Cooperative School Board agrees that this Policy will remain in effect, (1) **in perpetuity, or** (2) for so long as there is a Social Security Act as defined by RSA 101:2 VII which offers coverage to Souhegan Cooperative School District employees whose positions are covered by Group I of the New Hampshire Retirement System (hereinafter "Employees"), (3) or until such time as the Employees vote to be covered by Social Security, or (4) until such time as the Social Security Act shall require the Employees to participate in the coverage of the Social Security System, whichever time period shall be shorter. Under no circumstances shall any social security coverage put into effect after March 30, 1993 be retroactive to any date preceding the effective date of said social security coverage.

Under this Policy, the Souhegan Cooperative School Board shall contribute to an Employee's individual Investment Fund an amount that matches the employee's contribution up to the percentage amount required under the Federal Insurance Contributions Act (FICA), as defined in RSA 101:2 VIII, as may be from time to time amended, not including the Medicare coverage rate or any other future coverage which may be added to the Social Security Act rate. This match shall increase as follows:

- In FY21: up to 100% of the amount required under the Federal Insurance Contributions Act (FICA), as defined in RSA 101:2 VIII, as may be from time to time amended, not including the Medicare coverage rate or any other future coverage which may be added to the Social Security Act rate;
- In FY22: up to 100% of amount required as above, plus 0.25% of income subject to withholding;
- In FY23: up to 100% of amount required as above, plus 0.55% of income subject to withholding;
- In FY24 and beyond: up to 100% of amount required as above, plus 1.00% of income subject to withholding.

An individual Employee will be required to sign a written payroll deduction form authorizing the deduction of an amount to said investment. Payments into the Employee's investment shall be made with the regularity and frequency required of FICA deductions. The Souhegan Cooperative School Board assumes no liability, obligation or responsibility beyond the timely and accurate deposit of the District contribution and duly authorized Employee payroll deductions.

If any individual Employee should decline to authorize in writing a payroll deduction, the Souhegan Cooperative School District shall be relieved of any liability, obligation or responsibility to fund that Employee's investment in accord with this Policy. If any individual

**INDIVIDUAL EMPLOYEE INVESTMENT FUND**

Employee should rescind or terminate the written payroll deduction authorization, the Souhegan Cooperative School District shall be relieved of any liability, obligation, or responsibility to fund that Employee's annuity beyond the effective date of rescission or termination.

A committee of seven members shall be elected at the organizational meeting in the following manner and charged to oversee implementation of this Policy:

		<u>Term Ending June 30</u>
Teachers	2 Members	Even years starting in 2000
	1 Member	Odd years starting in 2001
Guidance & Administration	1 Member	Odd years starting in 2001
Support Staff	1 Member	Even years starting in 2000
	1 Member	Odd years starting in 2001
Superintendent's Office	1 Member	Even years starting in 2000

Members of this committee shall be elected by their constituent group. All members elected subsequent to the organizational meeting shall serve two-year terms or until their replacement has been duly elected.

The committee shall qualify companies and specific investment programs as eligible depository plans for District and Employee contributions. The Superintendent, or his/her designee, shall administer this Policy.

**ADOPTION: March 1993, IN PERPETUITY**

**REVISION: January 4, 2011:**

- **District Match increased from 85% to 100%**
- **District matches employee contribution up to FICA contribution percentage of remuneration**

**REVISION: For Approval May, 2020**

- **District Match increase spread over FY22-24 to 0.25%, 0.55%, then 1% over FICA contribution percentage per PPC Agreement Voted March, 2020**