

SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts

ADAM A. STEEL
Superintendent of Schools

CHRISTINE M. LANDWEHRLE
Assistant Superintendent

MARGARET A. BEAUCHAMP
Director of Student Services

MICHELE CROTEAU
Business Administrator



Souhegan Cooperative School Board Meeting

Thursday, October 24th, 2019 – 6:00 PM

Souhegan High School
412 Boston Post Road
Amherst, NH 03031

Agenda Item	Time	Desired Action	Backup Materials
Call to Order	6:00 PM	SCSB Chair, Mr. Jim Manning, to call the meeting to order	None
Public Input I of II	6:05 PM		None
Superintendent's Report	6:10 PM	Mr. Steel to present his Superintendent's Report	None
Principal's Report	6:20 PM	Principal of SHS, Mr. Bill Hagen, to present his Report	10-Yr. Comm. Service Update Student Walk-out doc.
Committee Updates	6:30 PM	Board members to give updates on their committees	None
Community Council Update	6:40 PM	Board to receive update on Community Council	None
Consent Agenda-Approval	6:50 PM	1. Draft Minutes 09 23 19 2. Budget Transfer 2019 007 3. Sept 2019 Treasurer's Report 4. SHS New Orleans Music Trip 2020	Draft Minutes 09 23 19 Budget Transfer 2019 007 Sept 2019 Treasurer's Report Fieldtrip Request Packet
FY' 21 Budget- First Draft	6:55 PM	SAU #39 Business Administrator, Ms. Michele Croteau, to review the first draft of the FY'21 Budget	None
First Reading Policies- From SAU 09 19 19 Meeting	7:15 PM	Board to review policies from SAU 09 19 19 Meeting- BBAB/BDB, BDC, BDD, BEDA, BEDB, BGA, BGC, DKC, GBEC/ADB, JI, JICD, JICDD, JICH, JICK, and JIHB	Policy Packet
Assessment Update- SAT, PISA and NHSAS	7:25 PM	Assistant Superintendent, Ms. Christine Landwehrle, to provide an update on SAT, NHSAS Science and OCED PISA results	Assessment Update

Board Goals Discussion	7:35 PM	Discussion regarding Board Goals	None
Public Input II of II	7:50 PM		None
Non- Public Session	7:55 PM	RSA 91 A:3 II ()	
Meeting Adjourned	8:00 PM		

Community Service Highlights

On September 19th sophomores on Team 10Y participated in a team community service day. In their advisory groups, students worked with various community organizations, including the New Hampshire Food Bank, Mont Vernon Village School, Wilkins School, and the Amherst Library book sale. Steven Hansberry and Natalie Berger's advisory visited Beaver Brook Association in Hollis, and received high praise for their enthusiastic hard work cleaning and organizing in advance of Beaver Brook's annual Fall Festival. The advisory even delighted the staff with an impromptu barn dance to Cotton-Eye Joe once the cleaning was done. The advisory has expressed an interest in continuing to volunteer with this organization over the course of the year. Tom Sawyer's advisory went to the Nashua Center, an organization that assists adults with disabilities learning how to do work. Tom reports that, "We spent the day cleaning their fleet of handicapped accessible vans, washing windows, moving files into storage and weeding the garden where the clients take breaks. The kids did an outstanding job working; their attitudes were excellent and they were very friendly and polite when meeting both staff and clients. Our point person was Norah Driscoll, mother of three SHS graduates, and she was very pleased with the work our students did. She hopes we will send crews back in the future. It was a very fulfilling experience.

Student Walk-out in Support of Climate Change

On September 27th, from 10:10 till 10:40, students left classes to participate in an international movement by youth in support of changes needed to positively impact the environment. The local movement was spearheaded by a SHS senior and supported by students from the environmental club at SHS. A student speaker was invited to address the student body. Her message was about activism and its importance in supporting something you are passionate about. The students also heard from a Souhegan senior whose message was about how SHS students support changes in behavior that will impact the environment. To that end, students were asked to pledge to use “refillable water bottles” and to go “plastic free” for a period of time. The event was well attended and went as expected, students were respectful, orderly, and returned to classes promptly at 10:40.

1 **Consent Agenda Item #1** Souhegan Cooperative Board Meeting

2 Monday, September 23rd 2019

3 Meeting Minutes- Not Approved

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant
6 Superintendent, Bill Hagen- Principal SHS, Michele Croteau- SAU #39 Business Administrator,
7 Meg Beauchamp- Director of Student Services, Amy McGuigan- Instructional Coach SHS and
8 Chair of the NEASC Self-Study Process, and Brad Freeman- Network Administrator.

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

11 Souhegan Advisory Finance Committee: Martin Goulet, Chairman, Continuing-Amherst (2017),
12 John Stover, Continuing-Amherst (2018), Charlie York, Continuing-Mont Vernon (2018), Peg
13 Harris, Continuing-Amherst (2017), Jeanne Ludt, Continuing-Amherst (2018 alternate appointed
14 full member) (2019), Joel Gordon, Appointed full member (2019). *Alternates-* Dan Veilleux,
15 appointed alternate (2019), Mark Vincent, appointed alternate (2019), John Bowkett, appointed
16 alternate (2019)

17 SHS Student Videographer: Shannon Hargreaves

18 Board Minutes: Danae Marotta

19 Public: Delaney Facques, SHS Community Council Liaison, Stephanie Grund, Amherst NH,
20 SHS Students and Community Members

21 I. Call to Order

22 **Chair of the Souhegan Cooperative School Board, Mr. Jim Manning, called the meeting to**
23 **order at 6:02PM**

24 II. Souhegan Advisory Finance Committee Briefing

25 SAU #39 Business Administrator, Ms. Michele Croteau, discussed that she had been asked to
26 provide a summary of the fiscal year 19' activity for the Souhegan Advisory Finance Committee.

27 She then noted that she will review information and as you look and formulate questions, she
28 will be happy to respond to them at that time. She then explained that the Total Unreserved Fund
29 Balance is \$1,251,193.75 and \$32,108.34 that is taken out for Encumbrances.

30 She then explained what makes up the Unreserved Fund Balance:

- 31 • FY 19 Revenue Exceeding Budget
- 32 • FY 19 Expenditures less than budget
- 33 • Adjustment to UFB YE 06 30 19

34 She then reviewed the accounting structure. They first look at salaries, employee benefits,
35 professional services, property services, other purchased services, supplies, utilities, books and
36 software, equipment, dues, fees and interest and fund transfers.

37 She then explained the Revenue Report and the Report of Expenditure by Object.

38 She noted that the Expenditure by Function shows the same amount.

39 Ms. Croteau showed the Board that you can drill down into specific account numbers.

40 She went back to the Fund Balance noting that almost 30% (27.82%) is generated from
41 unanticipated revenue and 68.67% is from savings on the expenditure side.

42 She added that she will be happy to share that file with the AFC.

43 Mr. Manning asked for Board questions.

44 Mr. Torres asked about last year's budget. He then asked about the savings and how that was
45 generated.

46 Ms. Croteau noted that there were some intentional shifts to create some savings and some
47 planned expenditures that were not needed.

48 Mr. Torres emphasized that there is great volatility with the budget.

49 Mr. Croteau agreed, adding that you can use reserved funds to put aside funds that will stay from
50 year to year to and that can help you budget more conservatively and there are some categories
51 that one change that can be significant.

52 Mr. Chen commented that because this is 18 month forecast period, he has been asking for this
53 for a long time, multiple years. He then noted Special Education doesn't all occur in the last two
54 months of the year and they should be able to forecast that.

55 Superintendent Steel agreed, adding that they provide the Board updates every quarter that does
56 include a forecast on their unassigned fund balance. This past year they were too conservative
57 with their forecasts. He then noted that their forecasts will be better with Ms. Croteau.

58 Mr. Chen asked for the average amount of the Unexpended Fund Balance for the past ten years.
59 He is guessing that it is around \$250- \$280k.

60 Mr. Croteau added that she will get back to the Board.

61 Mr. Torres remarked that they are conservative with their estimates.

62 Mr. Grondstra mentioned that it is against the law to be over the budget.

63 Superintendent Steel explained they are creating a forecast; it is a not to exceed. It is illegal for
64 the school district to spend over that amount and they have to add contingency in that forecast.
65 The budget that they pass is not like a business, a business can spend more as they cannot.

66 Mr. Coughlan added that there are three expendable trusts funds in this district which are
 67 designed to provide funding for unanticipated expenses in three very specific areas where its
 68 most common to have unanticipated expenses.

69 Mr. Manning noted that he would like to open it up to the public including those from the AFC.

70 III. Public Input I of II

71 Ms. Jeanne Ludt, AFC Member, Amherst NH, asked if there was a warrant article last year for a
 72 Building Maintenance Fund.

73 Mr. Steel replied, no, it was only the budget.

74 Ms. Ludt asked about the chart from last year noting that it contained a lot of information. She
 75 then noted that this is quite a large amount.

76 Mr. Chen then remarked that he has two motions.

77 **Mr. Chen motioned that the Souhegan Cooperative School Board directs the**
 78 **administration to draft a policy to regularly forecast the Unexpended Fund Balance for the**
 79 **current and all subsequent school years. This draft policy is to be prepared by the next**
 80 **SCSB meeting and at which time the SCSB will consider ratifying this policy. Ms. Taylor**
 81 **seconded the motion.**

82 Mr. Torres asked for Mr. Chen to define regular reports.

83 Mr. Chen replied it is up to the Board to decide.

84 Mr. Grondstra asked don't they typically provide a quarterly report.

85 Superintendent Steel replied, yes, they do report quarterly. He then explained that the two things
 86 they need to do better are first, to project the revenue side better and second, to be more accurate.
 87 He added that there is a balance there.

88 Mr. Manning noted that Mr. Chen wants updates. He then remarked that he is not sure if that has
 89 been answered.

90 Mr. Chen agreed.

91 Mr. Steel remarked that they do provide financial updates and will continue to do so.

92 Mr. Coughlan remarked that it should go through the Policy Committee process.

93 Mr. Chen asked when will they see the plan.

94 Superintendent Steel replied, Oct, Jan, Apr, and May/June.

95 Mr. Grondstra recommended Mr. Chen to table his motion so that the Policy Committee can
 96 tailor it to Mr. Chen's specifications.

97 Ms. Facey suggested that it should be rewritten and sent to the Policy Committee. Mr. John
 98 Glover is Chair of that committee. She agreed that it should go through the Policy Committee
 99 process for all districts.

100 **Mr. Coughlan added the amendment to change the last sentence to “this draft policy to be**
101 **recommended to all districts by the SAU Policy Committee”.**

102 **Mr. Chen motioned that the Souhegan Cooperative School Board directs the**
103 **administration to draft a policy to regularly forecast the Unexpended Fund Balance for the**
104 **current and all subsequent school years. This draft policy to be recommended to all**
105 **districts by the SAU Policy Committee. Ms. Taylor seconded the motion. The vote was**
106 **unanimous, motion passed.**

107 Mr. Manning then remarked that the AFC has been waiting to give their briefing.

108 Mr. Chen read motion #2- Shovel Ready Projects.

109 **Mr. Chen motioned that the Souhegan Cooperative School Board directs the**
110 **administration to prepare and obtain cost estimates for necessary projects for which**
111 **expenditures are not included in the current fiscal year budget. At various times, during**
112 **the fiscal year, the SCSB may consider prioritizing and voting for these projects. The SCSB**
113 **shall always consider necessary projects in the last school board meeting of the fiscal year**
114 **which may be executed with Unexpended Fund Balance and will make this a regular**
115 **business practice. Mr. Grondstra seconded the motion.**

116 Mr. Manning asked the Board for feedback.

117 Ms. Facey asked for clarification.

118 Mr. Chen noted that a few years ago they had an issue with the bathrooms in the Annex. They
119 got to the last board meeting and then passed it.

120 Ms. Facey commented that she feels a strong obligation to return these funds to the taxpayers as
121 savings in unanticipated revenue and it is not projects that they consider during the year.

122 Mr. Grondstra agreed with Ms. Facey. He then gave the example of work in 2010 where they
123 were able to move a project into next year's budget they were able to pay for that. It is great to
124 return money to the taxpayers but it is also great to get projects completed.

125 Mr. Chen replied that he agrees with giving money back to the taxpayer. He then added that it is
126 the Board's decision to make and for the Administration to present those projects to the Board.
127 That is what it is really trying to say.

128 Mr. Torres remarked that he agrees with Mr. Chen.

129 Ms. Facey remarked that she understands what Mr. Chen is saying and does not want to create a
130 slush fund routine. She noted that having information with projects is useful and urged the Board
131 to exercise discretion.

132 Mr. Steel discussed that two things need to happen. First, they need a mechanism for unexpected
133 projects that come up during the course of the year. Second, that they need a long term capital
134 maintenance plan for this building and their other buildings. They need to have that
135 conversation.

136 There are three areas academic/facilities need that might be considered by the board, 1. Science
 137 classrooms (too small and inadequate), 2. HVAC (Control system for HVAC in the Annex) and
 138 3. Locker Room facilities.

139 Lastly, it is possible to encumber funds after the fact as long as the tax rate had not been set.

140 He then explained what the Mont Vernon School Board has been doing.

141 Ms. Croteau clarified that you cannot expend funds in that category if it was not budgeted.

142 Mr. Manning read the motion again for the Board.

143 Ms. Facey asked if there was room for discussion for an amendment. These are items that they
 144 are looking at doing. It seems very rushed.

145 Mr. Grondstra read "At various times". He then asked if that resolves Ms. Facey's concern.

146 Mr. Manning emphasized that he will be voting no on motion #2. He will not support any money
 147 that falls into their laps as a Christmas present. The locker room, and other projects should be
 148 presented to the taxpayers. It is irresponsible and he will not support it as an amendment. It is
 149 their responsibility as a Board to be planning and put it in a transparent way, as a budget
 150 presentation, like full day K. If they feel strongly enough, they need to present it to the taxpayers.

151 He then called for a vote on motion #2.

152 **Mr. Chen motioned that the Souhegan Cooperative School Board directs the**
 153 **administration to prepare and obtain cost estimates for necessary projects for which**
 154 **expenditures are not included in the current fiscal year budget. At various times, during**
 155 **the fiscal year, the SCSB may consider prioritizing and voting for these projects. The SCSB**
 156 **shall always consider necessary projects in the last school board meeting of the fiscal year**
 157 **which may be executed with Unexpended Fund Balance and will make this a regular**
 158 **business practice. Mr. Grondstra seconded the motion. 2 opposed (Ms. Facey and Mr.**
 159 **Manning) with 1 abstention (Mr. Torres) Motion passes.**

160 IV. Souhegan Advisory Committee Introductions

161 Mr. George Bower, Moderator, AFC, explained that his responsibility is to appoint members to
 162 the AFC and organize it and get it moving. They have met the first time and have elected Mr.
 163 Martin Goulet as Chair for a second year.

164 He then reviewed the committee members, 5 from Amherst and 2 from Mont Vernon. They are
 165 also fortunate enough to have three alternates.

166 Mr. Gordon, (member), and Mr. Veilleux, (alternate), both introduced themselves.

167 Mr. Bower then explained that he served on the AFC previously and suggested a series of
 168 briefings for the committee members. Tonight was the first night with Ms. Croteau giving
 169 background information. Second, is briefing on the strategic plan for the district. The third
 170 briefing involves hearing information from the Town.

171 Mr. Steel suggested one additional briefing with the ASD, Ways and Means, SCSB and SAFC.
172 He then asked him if the SAFC would be willing.

173 Mr. Bower replied, yes.

174 Mr. Manning thanked the members of the AFC.

175 V. Superintendent's Report

176 Superintendent Steel explained that Ms. Laura Taylor serves as the CC Representative and
177 Interpretation Committee Member. Some members believe that it should be someone separate. It
178 has nothing to do with Ms. Taylor. He then asked for Board feedback.

179 Mr. Coughlan noted that he supports a separate person.

180 Mr. Chen asked for clarification on the SHS Interpretation Committee.

181 Mr. Steel explained that the Interpretation Committee is a judiciary body.

182 Ms. Facey added that it is reasonable to have two separate people.

183 Mr. Manning agreed.

184 Mr. Steel then asked if the Board would like to appoint someone now.

185 Ms. Taylor explained that they are two different roles.

186 Mr. Steel then read the Committee member composition.

187 Mr. Coughlan volunteered to serve on the Interpretation Committee.

188 OECD PISA Results

189 Mr. Steel remarked that they decided to take the OCED PISA. They were very pleased with the
190 results and will do a deeper dive at a later date.

191 Mr. Manning emphasized how great that news is and suggested that they have a Press Release.

192 Mr. Steel replied that it is being developed.

193 Attire Conversation

194 He then explained that an issue arose about attire with dress code with sports teams. There is no
195 board policy other than being appropriately dressed for school. This issue is and it should be
196 tackled within Community Council. First, he wants to board to be aware that this issue exists and
197 second, there was information passed that it was the boards' fault which it was not. He has been
198 working with Principal Hagen and Community Council. He noted that he wants the board to be
199 aware that this is going on.

200 Ms. Facey asked where that directive came to the sports team and why as there is no dress code
201 policy.

202 The Captain of the Girls Track Team then added that SHS Athletic Director, Mr. Dan Wyborney,
203 told them that it was a School Board decision. She added that they are now very confused.

204 Ms. Facey added that if there is no policy about dress code then why are students being told what
205 to wear.

206 Mr. Steel clarified that there is an expectation to dress appropriate for school, that is in the SHS
207 Handbook. It is not that there is no dress code, it is in the handbook. He then asked the students
208 if they believe there is conflict in this school about this issue.

209 The students replied, yes.

210 He added that if there is disagreement in the school the CC is a great place for that.

211 Ms. Delaney Facques, Community Council Liaison, remarked that the main conflict is that the
212 NHIAA has regulations.

213 Principal Hagen added that the NHIAA has regulations on attire and that is the driver behind
214 that. He added that CC is a great place to resolve it.

215 Mr. Steel clarified that there is nothing that prevents the students from wearing a sports bra at
216 Cross Country practice tomorrow, unless and until CC, changes that.

217 Mr. Manning also added that no individual board member has power outside of this body. They
218 operate as a Board.

219 The Board thanked Superintendent Steel.

220 VI. Principals Report

221 Principal of SHS, Mr. Bill Hagen, introduced Ms. Amy McGuigan, Instructional Coach at SHS
222 and Chair of the NEASC Self-Study Process.

223 Ms. McGuigan then explained that New England Association of Schools and Colleges. It is done
224 as of Friday and it is over three years of work. She then explained that she was one of the Lead
225 Teachers with the PACE work. She then noted that you share a story, give your information and
226 then give a take away.

227 She then started with a story, noting that in 1991 roughly 1,500 people applied to work at SHS.
228 They ended up hiring 55 people.

229 Ms. McGuigan then reviewed Souhegan's Accreditation Cycle noting that it is a 3-Phase
230 process. She then noted the Steering Committee Members.

231 She reviewed the 7 Standard Committees: Teaching and Learning and Support and Self Study
232 process starting in May 2016-June 2018.

233 She then explained Phase 2, the Visitation from Oct 28th- Oct 31st, responsibility of accredited
234 schools and colleges to send colleagues on this visit. Highlights included, Sunday afternoon
235 opening reception, interviews with 32 staff and examined students' work, Monday and Tuesday
236 shadowed students and observed classes and Wednesday afternoon they met with the faculty.

237 She then reviewed the Report Process.

238 She then explained the Phase 3: Follow Up.

239 Ms. McGuigan finalized her comments by noting that she is honored to Chair this committee and
240 so pleased with how this turned out.

241 Principal Hagen emphasized that this is the result of the hard work by the staff and with the
242 community.

243 The Board congratulated Principal Hagen, Ms. McGuigan and the staff for all of their work.

244 VII. Committee Updates

245 Mr. Grondstra discussed that he met with Mr. Dan Wyborney and Mr. Chen and to get his
246 thoughts on his first year as AD. During that meeting, Mr. Wyborney discussed that he
247 established a Monthly Coaches Council Meeting. He also wants to work on a Captains
248 Leadership Training and put that into place. Additionally, the locker rooms are in a dismal state.
249 Lastly, Mr. Wyborney is looking at unified teams, there are three main sports where that is done.

250 Mr. Coughlan asked what is a Unified Sports Team.

251 Mr. Grondstra explained what a UST is and that it is a really neat experience for everyone
252 involved.

253 They also talked about turf field replacement and the funds. The replacement cost last year was
254 \$100,000 and they are not going to use taxpayer money.

255 Mr. Manning discussed that the awards at the end of the year don't always reflect the ideas of
256 Souhegan. He then explained that they should be consistent.

257 Mr. Steel replied that he should speak to Principal Hagen.

258 Principal Hagen replied that he will be happy to discuss that with Mr. Manning.

259 The Board thanked Mr. Grondstra.

260 Mr. Manning asked for other committee updates.

261 VIII. Community Council Update

262 Ms. Delaney Facques, CC Liaison, replied that the freshman and at Large reps were elected there
263 were 19 and they voted in 10. Second, they are meeting with the members from the Singapore
264 American School to discuss SHS's democracy and CC itself. Third, the Constitutional
265 Interpretation Committee will be elected next week at the next meeting. At Executive Council
266 next Thursday, they will discuss the first proposal about dress code with sports. They have only
267 had two meetings so far.

268 Mr. Steel noted that CC will be a part of the Principal search for part of that process.

269 Ms. Taylor noted that she is the rep for the CC for the School Board and suggested that they
270 form they form those connections early on in the year. She then added her concern with being a
271 part of the process of the Principal Search Committee.

272 Mr. Steel noted that it is the initial screening committee will be somewhat limited. There will be
273 many opportunities as they get closer.

274 Mr. Manning asked for questions or concerns.

275 Ms. Taylor replied that the Board in general should have more representation in the interview
276 process. She does not want to see just one candidate.

277 Mr. Steel respectfully explained that the Board receives one candidate they can say yes or no to
278 that one candidate. It is important that they do have representation and he does take that job very
279 seriously.

280 Mr. Manning asked if they will have Board representation.

281 Mr. Steel replied, absolutely.

282 Discussion ensued.

283 Mr. Steel noted that it depends on the candidates that they receive.

284 Mr. Manning remarked that he needs to remind them that they are a Board and not a
285 management committee. Their job is policy, governance, budget and to select a Superintendent.

286 He then mentioned that they have 4 candidates for Community Council.

287 Mr. Steel added that they can discuss that in non-public.

288 Mr. Manning suggested that have the discussion in non-public.

289 The Board decided to discuss the candidates in non-public session.

290 IX. Consent Agenda

291 Mr. Coughlan pulled the 08 20 19 Draft Minutes.

292 He noted the change from "*Kawiecki*" to "*Krawiecki*" and adding the word "reducing" to line #
293 267.

294 Ms. Taylor remarked that on line #83 it is "*3 from Amherst and 2 from Mont Vernon*".

295 Line #92- wanted to draw out that 4 Years of tuition at UNH costs \$143,624 the other six schools
296 cost between \$180,000-\$300,000k that is just for a bachelor's degree.

297 Line #97- Non-ABC (transcripts) disadvantages students for merit awards and non-ABC is very
298 uncommon, less than 1% of applications received. She then read direct quotes "this will hurt you
299 here and at other schools", an additional comment from a different college "merit scholarship
300 reviewers will take years to understand your system in order to compare with other candidates".

301 Line #181- Ms. Taylor completed the work on transcripts in April, July and August but wanted
302 to correct Mr. Manning's comments.

303 Mr. Manning replied that he wanted to thank Ms. Taylor for her work during April vacation but
304 would like to keep his comments as is.

305

306 **Ms. Facey motioned to accept the 1. Draft Minutes 08 20 19, as amended, 2. Budget**
307 **Transfer 2019 006, 3. Unanticipated Revenue \$235, 4. Aug 2019 Treasurer's Report, and 5.**
308 **German Exchange 2020 Fieldtrip. Mr. Grondstra seconded the motion. The vote was**
309 **unanimous. Motion passed.**

310 Mr. Grondstra commented on the field trip application and suggested that they include an
311 Executive Summary. He added that he has been bringing it up for years.

312 Ms. Facey agreed with Mr. Grondstra.

313 Principal Hagen asked for clarification, this is for field trips for Board approval.

314 Mr. Grondstra replied, yes.

315 X. Public Input II of II

316 Ms. Stephanie Grund, 5 Colonel Wilkins Road, Amherst NH, remarked that she has a 9th grader
317 and asked how do they grade on creativity where is the rubric. There are no rubrics developed.
318 She was hoping for more information tonight. There is a lot of talk and a lot of parents want
319 more information.

320 Mr. Manning apologized that the agenda was changed.

321 He then mentioned that he wants to open up the discussion, about what money is available, and
322 what is the timeframe.

323 Ms. Croteau explained that there are a couple of pieces to the UFB and the revenue portion
324 cannot be expended by the Board. Your budget is a bottom line budget. The amount of \$859,341
325 that was unexpended from the expenditure appropriations, is open for discussion.

326 Mr. Manning asked if that was a significant explanation.

327 Mr. Chen asked about the variability.

328 Ms. Croteau added that she even called the auditor for clarification, but now that the audit is
329 substantially complete, the DOE 25 is done, and the tax rate setting is not complete. You cannot
330 change your unreserved fund balance after that. The number is solid at this point.

331 Mr. Chen asked about an error or something unexpected that might come up.

332 Ms. Croteau replied that you can encumber money, but it has to be specific in nature.

333 Mr. Grondstra asked when is she going to do that.

334 Ms. Croteau replied it should be now. If they make changes tonight, then she will modify the MS
335 24 and the audit.

336 Mr. Steel added that there are three projects that they were lining up for future discussions. First,
337 3 Science Lab renovations in the Annex, for \$250,000, second, HVAC controls for the Annex
338 \$150,000 and last, Locker Room upgrades. They do not have firm numbers for that, but it is in
339 the range of 6 figures.

- 340 He then added that they have the Souhegan 2.0 project that is still waiting.
- 341 Ms. Croteau commented that they would have to have the auditor's assistance and DOE weigh
342 in.
- 343 Mr. Chen asked about the STEM Labs.
- 344 Mr. Steel replied that more than likely it would be completed next summer.
- 345 Ms. Croteau added that you cannot encumber a blanket amount.
- 346 Mr. Taylor asked about a contract.
- 347 Ms. Croteau replied that she will have to know the UFB amount before they encumber the funds.
- 348 Mr. Coughlan commented that he is appalled by his whole discussion. He is not going to vote to
349 spend any of this money.
- 350 Mr. Grondstra noted that they are going to start looking at projects throughout the year. He then
351 suggested that they stick to that and all current money go back to the taxpayers.
- 352 Principal Hagen explained that there are minimum standards as set by the DOE. This is a safety
353 issue for their kids to be in a smaller space.
- 354 Mr. Chen asked about the HVAC system.
- 355 Mr. Steel explained that it is an efficiency and control problem.
- 356 Mr. Chen added that he had heard that there were vent pipes that were not connected.
- 357 Mr. Steel remarked that he has not heard that.
- 358 Mr. Manning asked if there was a motion on this discussion.
- 359 **Mr. Chen motioned to authorize the administration to spend up to \$150,000 from the**
360 **Unassigned Fund Balance for the HVAC. Mr. Torres seconded the motion.**
- 361 Mr. Torres added that he is a little uncomfortable with the motion but he likes the amendment of
362 capping the amount at \$150,000.
- 363 Ms. Facey remarked that she cannot be in support and make an on the spot decision.
- 364 Mr. Grondstra agreed with Ms. Facey. He then remarked that it is unsettling and would like to
365 keep the \$1.2 to go back to the taxpayers.
- 366 Mr. Manning then reread the motion and called for a vote.
- 367 **Mr. Chen motioned to authorize the administration to spend up to \$150,000 from the**
368 **Unassigned Fund Balance for the HVAC. Mr. Torres seconded the motion. 2 in favor, (Mr.**
369 **Chen and Mr. Torres.) 5 opposed, motion failed.**
- 370 Mr. Manning added that it is a slippery slope and they need to keep the taxpayers' best interests
371 at heart.

372 Mr. Torres remarked that \$150,000 is 12% of the amount to be refunded.

373 Ms. Taylor suggested that in they plan better in the future.

374 Superintendent Steel agreed, and added that this was a unique circumstance.

375 XI. Non-Public Session

376 **Mr. Grondstra motioned to enter into Non-Public Session RSA 91 A:3 II (a) and (c) at**
377 **8:50PM. Ms. Facey seconded the motion. The vote was unanimous, motion passed.**

378 Mr. Manning called a Roll Call: Manning-Yes, Grondstra-Yes, Facey-Yes, Torres-Yes,
379 Coughlan-Yes, Taylor- Yes and Chen- Yes.

380 Others present- Superintendent Steel and Ms. Croteau.

381 Matters discussed: Discussed community members of Community Council

382 **Mr. Coughlan motioned to exit into Non-Public Session. Mr. Torres seconded the motion.**
383 **The vote was unanimous, motion passed.**

384 XII. Public Session Resumed

385 Public session reconvened at 8:54PM.

386 **Ms. Facey motioned to accept Community Council Representatives Ms. Lisa Eastland, Ms.**
387 **Terri Behm, Ms. Janet Dickinson and Mr. Rick Katzenberg. Mr. Grondstra seconded the**
388 **motion. The vote was unanimous, motion passed.**

389 Mr. Manning called a Roll Call: Manning-Yes, Grondstra-Yes, Facey-Yes, Torres-Yes,
390 Coughlan-Yes, Taylor- Yes and Chen- Yes.

391 XIII. Motion Adjourned

392 **Ms. Facey motioned to adjourn the meeting at 8:56PM. Mr. Grondstra seconded the**
393 **motion. The vote was unanimous, motion passed.**

394

395

Consent Agenda Item #2

SOUHEGAN COOPERATIVE SCHOOL DISTRICT -
SCHOOL BOARD APPROVED - BUDGET TRANSFER REQUEST

REQUEST FOR BUDGET TRANSFER NO.: 2019 007

DATE: 6/30/2019

TRANSFER FROM:

TRANSFER TO:

Account Number	Description	Current Approp.	Transfer Amount	Yr. End Exp.	Account Number	Description	Current Approp.	Transfer Amount	Yr. End Exp.
10.2320.311.30.000000	District Assessment- SAU 39	\$829,215	(37,706)	\$791,509	10.5221.930.30.000000	Transfer to Food Service	\$10,000	\$54,045	\$64,045
10.1100.121.30.000000	Teacher Substitutes	\$70,000	(16,339)	\$39,218					

TOTAL TRANSFERRED FROM: (54,045)

TOTAL TRANSFERRED TO: \$54,045

JUSTIFICATION: Transfer to Food Service Fund to cover allocation of the Director of School Nutrition to Food Service instead of the General Fund and program losses.

Director of Finance 6/30/2019

REQUESTOR: DIRECTOR/DATE

APPROVED BY SOUHEGAN COOPERATIVE SCHOOL BOARD ON : _____
DATE

Adam Steel, Superintendent

Souhegan Cooperative School District Treasurer Report

September-2019

Souhegan Cooperative School District		
Monthly Report of the Treasurer		
as of 9/30/2019		
Cash on hand	9/1/2019	\$2,063,078.64
Deposits		\$1,609,106.12
AP-PR		(\$1,407,619.42)
Balance on hand	9/30/2019	\$2,264,565.34

Capital Checking		
as of 9/30/2019		
Cash on hand	9/1/2019	\$8,091.11
Deposits		\$3.30
AP-PR		
Balance on hand	9/30/2019	\$8,094.41

Field Maintenance Checking		
as of 9/30/2019		
Cash on hand	9/1/2019	\$37,937.47
Deposits		\$0.00
AP-PR		\$0.00
Balance on hand	9/30/2019	\$37,937.47

Filename: 2019-09-SCSD Treasurer Report.xlsx
 Month 9/1/2019

Souhegan Cooperative School District
 Monthly Reconciliation Report
 Combined Accounts

	Peoples United	Peoples United	Peoples United	
	*1925	*9527	*5661	TOTAL
	Cash Management	Municipal Checking	Municipal Savings	
September-19				
9/30/2019	\$449,904.89	\$68,000.00	\$2,354,660.38	\$2,872,565.27
Outstanding Checks: (subtract)				
a) Accounts Payable		\$(251,180.22)		
b) Payroll		\$(356,819.71)		
c) Payroll Direct Deposit & IRS				
Total Outstanding		\$(607,999.93)		\$(607,999.93)
Reconciled Book Balance				\$2,264,565.34
Balance from Treasurer's Journal				\$2,264,565.34
				-

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

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
9/1/2019	Beginning Balance					\$2,063,078.64
9/3/2019	Town of Amherst	\$1,011,112.00	9/3/2019	Payroll Direct Deposit pp5 v6215	(\$233,416.77)	\$2,840,773.87
9/3/2019	State of NH Project Reimbursement	\$314,746.00	9/3/2019	Payroll Direct Deposit pp5 v6216	(\$39,952.39)	\$3,115,567.48
9/3/2019	State of NH Adequate Education	\$14,241.43	9/17/2019	Payroll Direct Deposit pp6 v6221	(\$235,062.14)	\$2,894,746.77
9/4/2019	Deposit: ASD, SHS, SAU39	\$591.86	9/17/2019	Payroll Direct Deposit pp6 v6222	(\$40,878.17)	\$2,854,460.46
9/12/2019	Deposit: Mont Vernon, ASD, Misc	\$254,859.17	9/5/2019	Payroll IRS pp5 v6218	(\$48,463.83)	\$3,060,855.80
			9/20/2019	Payroll IRS pp6 v6224	(\$41,918.79)	\$3,018,937.01
			9/6/2019	Payroll 457 pp5 v6217	(\$16,027.00)	\$3,002,910.01
			9/23/2019	Payroll 547 pp6 v6223	(\$5,901.38)	\$2,997,008.63
			9/27/2019	Payroll Mass DOR v6226	(\$1,258.69)	\$2,995,749.94
			9/30/2019	Payroll Maine DOR v6227	(\$864.00)	\$2,994,885.94
			9/23/2019	Payroll ACH Return	\$39.60	\$2,994,925.54
			9/5/2019	Payroll pp5 v5 ck3068733-3068752	(\$17,229.39)	\$2,977,696.15
			9/19/2019	Payroll pp6 v6 ck3068819-3068829	(\$7,062.27)	\$2,970,633.88
			9/5/2019	Payroll pp5 v6219 ck3068753-3068755	(\$1,738.52)	\$2,968,895.36
			9/10/2019	Payroll v6220 ck3068756-3068756	(\$12,375.96)	\$2,956,519.40
			9/19/2019	Payroll pp6 v6225 ck3068830-3068831	(\$1,106.50)	\$2,955,412.90
			9/26/2019	Payroll v6228 ck3068905-3068907	(\$356,207.15)	\$2,599,205.75
			9/5/2019	Payroll VOID ck 3068755	\$663.27	\$2,599,869.02
			9/27/2019	Payroll VOID ck 3068460	\$63.61	\$2,599,932.63
			9/27/2019	Payroll VOID ck3068165	\$40.17	\$2,599,972.80
						\$2,599,972.80
			9/12/2019	v1735 ck3068757-3068818	(\$209,982.19)	\$2,389,990.61
9/30/2019	September Credit Card transactions	\$1,525.00	9/26/2019	v1736 ck3068832-3068904	(\$140,719.67)	\$2,250,795.94
9/30/2019	September Food Service	\$9,872.15	9/25/2019	A/P Void ck3068719	\$1,379.50	\$2,262,047.59
			10/2/2019	A/P Void ck3068404	\$900.00	\$2,262,947.59
			9/3/2019	Authorize.net credit card fees for August	(\$379.82)	\$2,262,567.77
9/30/2019	September Interest - Cash Management	\$275.56	9/4/2019	Vantiv Credit Card fees for August MM-303	(\$35.00)	\$2,262,808.33
9/30/2019	September Interest - Municipal Savings	\$1,882.95	9/10/2019	Merchant Services fees for August BIPUMFIN	(\$125.94)	\$2,264,565.34
9/30/2019	Ending Balances	\$1,609,106.12			(\$1,407,619.42)	\$2,264,565.34
				Payroll Debits	(\$663,703.56)	
				Payroll Checks	(\$394,952.74)	
				AP Checks	(\$348,422.36)	
				Other Debits	(\$540.76)	

SCSD Treasurer's Report
Unreconciled Check Register

Uncleared Transactions
SCSD Checking 9527

Num	Date	Payee	C Memo	Category	Amount
Expense Categories					
Payroll Ded					
3068905	9/26/2019	HAMPSHIRE HILLS	6228	Payroll Ded	(\$1,263.43)
3068906	9/26/2019	HEALTHTRUST, INC.	6228	Payroll Ded	(\$200,736.02)
3068907	9/26/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6228	Payroll Ded	(\$154,207.70)
Total Payroll Ded					(\$356,207.15)
Payroll					
3068739	9/5/2019	Paul, Margaret B.	5	Payroll	(\$46.17)
3068820	9/19/2019	Lamy, Amy E.	6	Payroll	(\$46.17)
3068824	9/19/2019	Harrington, Steven J.	6	Payroll	(\$131.93)
3068828	9/19/2019	Tom, Vincent J.	6	Payroll	(\$388.29)
Total Payroll					(\$612.56)
Expense!					
3068274	6/13/2019	BARLOW, CHERYL	1727	Expense!	(\$58.70)
3068439	6/25/2019	THENIN, MICHEL	1728	Expense!	(\$21.95)
3068518	7/17/2019	FLYTHER, JANE	1730	Expense!	(\$30.64)
3068647	8/15/2019	EXTREME NETWORKS, INC.	1733	Expense!	(\$1,210.20)
3068757	9/12/2019	AABLE RESTAURANT EQUIPMENT SERVI	1735	Expense!	(\$599.50)
3068759	9/12/2019	AMERICAN SCHOOL COUNSELOR ASSOCI	1735	Expense!	(\$645.00)
3068762	9/12/2019	Berger, Natalie J.	1735	Expense!	(\$66.77)
3068766	9/12/2019	C.O.R.E. VOCATIONAL SERVICES LLC	1735	Expense!	(\$10,010.00)
3068774	9/12/2019	DC SLOCOMB COMPANY, LLC	1735	Expense!	(\$866.42)
3068777	9/12/2019	ELECTRICAL SUPPLY OF MILFORD	1735	Expense!	(\$746.19)
3068778	9/12/2019	ENOME, INC	1735	Expense!	(\$4,785.00)
3068786	9/12/2019	GW SHAW AND SON, INC.	1735	Expense!	(\$80.00)
3068791	9/12/2019	LIBERTY UTILITIES	1735	Expense!	(\$496.84)
3068793	9/12/2019	MOBILE MINI, INC.	1735	Expense!	(\$105.28)
3068795	9/12/2019	MUSIC & ARTS CENTERS	1735	Expense!	(\$978.56)
3068805	9/12/2019	SAU#39	1735	Expense!	(\$86,778.38)
3068810	9/12/2019	THE BARBARA C. HARRIS CAMP &	1735	Expense!	(\$2,160.00)
3068812	9/12/2019	THE COUNTY STORE, INC.	1735	Expense!	(\$164.92)
3068815	9/12/2019	TREMBLAY, JESSICA	1735	Expense!	(\$656.20)
3068832	9/26/2019	AMAZON	1736	Expense!	(\$223.92)
3068833	9/26/2019	AMHERST CITIZEN	1736	Expense!	(\$45.79)
3068834	9/26/2019	AMHERST EARTH PRODUCTS	1736	Expense!	(\$1,296.00)
3068835	9/26/2019	AMHERST POLICE DEPT	1736	Expense!	(\$504.00)
3068836	9/26/2019	ARCSOURCE, INC	1736	Expense!	(\$156.00)
3068837	9/26/2019	BELLAVANCE BEVERAGE COMPANY, INC	1736	Expense!	(\$650.75)
3068838	9/26/2019	Belt, Jada L.	1736	Expense!	(\$669.50)
3068839	9/26/2019	BLACK DIAMOND EQUIPMENT. LTD	1736	Expense!	(\$365.10)
3068840	9/26/2019	BLICK ART MATERIALS	1736	Expense!	(\$2,407.92)
3068841	9/26/2019	BUDGET DOCUMENT TECHNOLOGY	1736	Expense!	(\$459.80)
3068842	9/26/2019	BUTLER'S BUS SERVICE, INC.	1736	Expense!	(\$5,107.40)
3068843	9/26/2019	C.O.R.E. VOCATIONAL SERVICES LLC	1736	Expense!	(\$10,010.00)
3068844	9/26/2019	CANON SOLUTIONS AMERICA, INC.	1736	Expense!	(\$49.52)
3068845	9/26/2019	CASTELL, MICHELLE	1736	Expense!	(\$300.54)
3068846	9/26/2019	CENTRAL PAPER PRODUCTS CO.	1736	Expense!	(\$273.33)
3068847	9/26/2019	CHAPPELL TRACTOR SALES, INC.	1736	Expense!	(\$227.68)
3068848	9/26/2019	CLARK, ERNEST A. II	1736	Expense!	(\$130.00)
3068849	9/26/2019	COCA COLA NORTHERN NEW ENGLAND	1736	Expense!	(\$1,499.55)
3068850	9/26/2019	CONSOLIDATED COMMUNICATIONS, INC	1736	Expense!	(\$1,482.95)

SCSD Treasurer's Report
Unreconciled Check Register

3068851	9/26/2019 CROTCHED MOUNTAIN REHABILITATION	1736 Expense!	(\$22,843.81)
3068852	9/26/2019 DATAFINCH TECHNOLOGIES	1736 Expense!	(\$251.90)
3068853	9/26/2019 DC SLOCOMB COMPANY, LLC	1736 Expense!	(\$225.00)
3068854	9/26/2019 ELECTRICAL SUPPLY OF MILFORD	1736 Expense!	(\$676.65)
3068855	9/26/2019 ENCYCLOPAEDIA BRITANNICA, INC	1736 Expense!	(\$1,000.00)
3068856	9/26/2019 EVERSOURCE	1736 Expense!	(\$3,070.06)
3068857	9/26/2019 F.W.WEBB COMPANY	1736 Expense!	(\$1,129.26)
3068858	9/26/2019 FANTINI BAKING COMPANY	1736 Expense!	(\$108.84)
3068859	9/26/2019 FLINN SCIENTIFIC INC.	1736 Expense!	(\$499.51)
3068860	9/26/2019 GARVEY, PAULA	1736 Expense!	(\$215.04)
3068861	9/26/2019 GLOBAL EQUIPMENT COMPANY, INC	1736 Expense!	(\$332.54)
3068862	9/26/2019 GOVCONNECTION	1736 Expense!	(\$366.79)
3068863	9/26/2019 GRAY CONSULTING AND THERAPY, LLC	1736 Expense!	(\$565.60)
3068864	9/26/2019 HERSHEY ICE CREAM	1736 Expense!	(\$411.84)
3068865	9/26/2019 HILLYARD-MANCHESTER	1736 Expense!	(\$1,587.96)
3068866	9/26/2019 HP HOOD LLC	1736 Expense!	(\$152.38)
3068867	9/26/2019 JOHNSON CONTROLS FIRE PROTECTION	1736 Expense!	(\$542.93)
3068868	9/26/2019 JOSHI FLEGAL, SHEELU	1736 Expense!	(\$304.91)
3068869	9/26/2019 JP PEST SERVICES, INC	1736 Expense!	(\$112.40)
3068870	9/26/2019 KUNYOSYING, SARAH	1736 Expense!	(\$80.00)
3068871	9/26/2019 LEARNING SCIENCES INTERNATIONAL,	1736 Expense!	(\$495.00)
3068872	9/26/2019 LIGHTHOUSE SCHOOL, INC.	1736 Expense!	(\$11,413.38)
3068873	9/26/2019 LONGCHAMPS ELECTRIC LLC	1736 Expense!	(\$800.00)
3068874	9/26/2019 MICHAEL A. CLARK	1736 Expense!	(\$1,750.00)
3068875	9/26/2019 MUSIC & ARTS CENTERS	1736 Expense!	(\$123.79)
3068876	9/26/2019 NH-SMASH	1736 Expense!	(\$125.00)
3068877	9/26/2019 ONE SOURCE SECURITY AND AUTOMATI	1736 Expense!	(\$79.35)
3068878	9/26/2019 PARKER EDUCATION	1736 Expense!	(\$960.39)
3068879	9/26/2019 Paul, Pamela	1736 Expense!	(\$110.00)
3068880	9/26/2019 PENNICHUCK WATER WORKS, INC.	1736 Expense!	(\$1,649.01)
3068881	9/26/2019 PERFORMANCE FOOD GROUP	1736 Expense!	(\$8,138.52)
3068882	9/26/2019 PITNEY BOWES GLOBAL FINANCIAL SE	1736 Expense!	(\$200.04)
3068883	9/26/2019 PLODZIK & SANDERSON, PROFESSIONA	1736 Expense!	(\$7,125.00)
3068884	9/26/2019 REGIONAL SERVICES EDUCATION CEN	1736 Expense!	(\$18,026.40)
3068885	9/26/2019 RICOH USA, INC.	1736 Expense!	(\$98.65)
3068886	9/26/2019 RIDDELL/ALL AMERICAN SPORTS CORP	1736 Expense!	(\$154.00)
3068887	9/26/2019 ROSSETTI, STEPHEN	1736 Expense!	(\$260.00)
3068888	9/26/2019 SOUHEGAN HIGH SCHOOL - SHS ACTIV	1736 Expense!	(\$8,325.00)
3068889	9/26/2019 SOULE, LESLIE, KIDDER	1736 Expense!	(\$1,403.00)
3068890	9/26/2019 SPRINGSHARE LLC	1736 Expense!	(\$901.00)
3068891	9/26/2019 STADIUM SYSTEM, INC.	1736 Expense!	(\$4,220.64)
3068892	9/26/2019 STATELINE IRRIGATION SUPPLY, INC	1736 Expense!	(\$23.26)
3068893	9/26/2019 SUMMIT SUPPLY	1736 Expense!	(\$134.79)
3068894	9/26/2019 SYNCB/AMAZON	1736 Expense!	(\$242.90)
3068895	9/26/2019 THE COUNTY STORE, INC.	1736 Expense!	(\$84.10)
3068896	9/26/2019 THE PLUS CO., INC	1736 Expense!	(\$8,800.32)
3068897	9/26/2019 THOMAS CHARTERS, LLC	1736 Expense!	(\$1,335.00)
3068898	9/26/2019 TICE ASSOCIATES	1736 Expense!	(\$1,100.00)
3068899	9/26/2019 TOADSTOOL BOOKSHOP	1736 Expense!	(\$113.51)
3068900	9/26/2019 TOWN OF AMHERST- DEPT. OF PUBLIC	1736 Expense!	(\$389.27)
3068901	9/26/2019 TREASURER, STATE OF NH	1736 Expense!	(\$100.00)
3068902	9/26/2019 UNION LEADER CORPORATION	1736 Expense!	(\$106.00)
3068903	9/26/2019 W.B. MASON CO., INC	1736 Expense!	(\$961.80)
3068904	9/26/2019 WHITE, KATHLEEN A.	1736 Expense!	(\$633.38)
Total Expense!			(\$251,180.22)
Total Expense Categories			(\$608,663.20)
Grand Total			(\$608,663.20)

Souhegan Cooperative School District
Field Maintenance Checking

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

Date	Type	Check #	Description	Credit	Debit	Balance
3/1/2017	Opening Balance					\$-00
1/31/2019	Closing Balance					\$30,311.44
2/28/2019	Closing Balance					\$30,311.44
3/31/2019	Closing Balance					\$30,311.44
4/30/2019	Closing Balance					\$30,311.44
5/31/2019	Closing Balance					\$30,311.44
6/24/2019	Deposit		Amherst Field Use	\$7,626.03		\$37,937.47
6/30/2019	Closing Balance					\$37,937.47
7/31/2019	Closing Balance					\$37,937.47
8/31/2019	Closing Balance					\$37,937.47
9/30/2019	Closing Balance					\$37,937.47

Souhegan Cooperative School District
Capital Funds Checking

**Souhegan Cooperative School District
Capital Funds Checking**

Date	Type	Check #	Description	Credit	Debit	Balance
FY17	6/30/2017		Closing Balance			\$10,723.41
FY18	6/30/2018		Closing Balance			\$8,040.63
FY19	7/31/2018		interest	\$3.53		\$8,044.16
FY19	7/31/2018		Closing Balance			\$8,044.16
FY19	8/31/2018		interest	\$3.42		\$8,047.58
FY19	8/31/2018		Closing Balance			\$8,047.58
FY19	9/28/2018		Interest	\$3.08		\$8,050.66
FY19	9/30/2018		Closing Balance			\$8,050.66
FY19	10/31/2018		Interest	\$3.64		\$8,054.30
FY19	10/31/2018		Closing Balance			\$8,054.30
FY19	11/5/2018		Deposit	\$8,896.72		\$16,951.02
FY19	11/30/2018		Interest	\$6.36		\$16,957.38
FY19	11/30/2018		Closing Balance			\$16,957.38
FY19	12/3/2018		Transfer out		(\$8,896.72)	\$8,060.66
FY19	12/3/2018		Move previous deposit to Field Acct			\$8,060.66
FY19	12/31/2018		Interest	\$3.67		\$8,064.33
FY19	12/31/2018		Closing Balance			\$8,064.33
FY19	1/31/2019		Interest	\$3.42		\$8,067.75
FY19	1/31/2019		Closing Balance			\$8,067.75
FY19	2/28/2019		Interest	\$3.10		\$8,070.85
FY19	2/28/2019		Closing Balance			\$8,070.85
FY19	3/31/2019		Interest	\$3.21		\$8,074.06
FY19	3/31/2019		Closing Balance			\$8,074.06
FY19	4/30/2019		Interest	\$3.54		\$8,077.60
FY19	4/30/2019		Closing Balance			\$8,077.60
FY19	5/31/2019		Interest	\$3.43		\$8,081.03
FY19	5/31/2019		Closing Balance			\$8,081.03
FY19	6/30/2019		Interest	\$3.10		\$8,084.13
FY19	6/30/2019		Closing Balance			\$8,084.13
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	8/31/2019		Interest	\$3.30		\$8,094.41
FY20	8/31/2019		Closing Balance			\$8,094.41

DATE	TERMINAL ID	NET PRESENTED	REJECTS	NONSETTLED NET SALES	ADJUSTED NET SALES	FEEES	CHARGEBACKS/ ADJUSTMENTS	NET POSITION	MM-303
8/30/2019	SUMMARY	\$75.00	\$-00	\$-00	\$75.00	\$-00	\$-00	\$75.00	From August statement
8/31/2019	SUMMARY	\$-00	\$-00	\$-00	\$-00	\$(379.82)	\$-00	\$(379.82)	From August statement
9/1/2019	SUMMARY	\$100.00	\$-00	\$-00	\$100.00	\$-00	\$-00	\$100.00	
9/2/2019	SUMMARY	\$740.00	\$-00	\$-00	\$740.00	\$-00	\$-00	\$740.00	
9/3/2019	SUMMARY	\$605.00	\$-00	\$-00	\$605.00	\$-00	\$-00	\$605.00	
9/6/2019	SUMMARY	\$5.00	\$-00	\$-00	\$5.00	\$-00	\$-00	\$5.00	
9/30/2019	SUMMARY	\$-00	\$-00	\$-00	\$-00	\$(23.28)	\$-00	\$(23.28)	In October bank
		\$1,525.00			\$1,525.00	\$(403.10)		\$1,121.90	

Souhegan High School Extended Field Trip Application

Make no commitment to parents about any trip until the trip has been approved.

Executive Summary

Group traveling and location: SHS Small Ensembles & Jazz Ensemble traveling to New Orleans.

Dates (departure and return): April 25th - 28th 2020

Days of school missed: None

Chaperones: Carl Benevides, Chris Landry

Cost: \$1700 (Cost per person determined by total number attending)

1. Name, address and telephone number of the agency organizing, running and providing services for the planned activity.

CSL TOURS; Chris Landry; (603) 320-6303. We have used CSL Tours for the past 12 years for domestic travel.

2. Describe the cost and payment schedule and the deadlines for payment.

\$1700; \$500 Registration Fee due As Soon as approved by Admin; and remaining 4 payments of \$300 balance to be paid by March 1, 2020.

3. State the cancellation and refund policy and procedure. Please make this known to the parents who will refund the activity.

As per CSL Tours; As students register, they will be given the policies as dictated by the tour company.

4. Provide a detailed itinerary, including information on how to reach each student and chaperones on a daily basis.

Saturday April 25: Travel to New Orleans, Check into hotel; sight-seeing and group activity in NO. Sunday April 26: New Orleans Jazz and Heritage Festival Monday April 27: Clinics and performance with Navy Band New Orleans on Navy Base. Tuesday April 28: Travel home

5. State the inclusive dates of the extended field trip and specific departure from school including classes missed.

Saturday April 25 – Tuesday April 28, 2020; No days of school missed

6. Provide the names and trip experience of the chaperones. Please keep in mind that the ratio of 12 students to one (1) chaperone is necessary.

Carl Benevides, Faculty; extensive travel with SHS Music students

Chris Landry, Tour Manager; Fingerprinted/BG Check; Extensive travel with SHS

Parent Chaperones to be determined by sign-ups; All assigned "Chaperones" will be fingerprinted/BG Check Completed if necessary.

Others may travel as "Followers" but not specifically designated "Chaperones" for students.

IICA Form 7 page 2

7. Clearly state the educational objectives of the trip. Please also state your plans for meeting with the parents and students about the trip. If you meet in the high school, it is important to fill out an application for use of school facilities (Form 8) if you are meeting after school.

Concert Small Ensembles and Jazz Ensemble will perform and receive masterclasses by members of the Navy Band New Orleans. The groups will be given professional workshops on their performances and areas of praise and improvement needed. Also, in addition to the work with the Navy Band, students will be exposed to the National and historical landmarks of New Orleans and attend the New Orleans Jazz and Heritage Festival (www.nojazzfest.com).

Students will gain travel experience and use valuable skills to include time management, competition preparation, equipment preparation, appropriate behavior and action while on tour and interaction with students from other schools.

8. Specify transportation vendor and plans (bus, van, airline, etc.)

Airline to be determined by cost effectiveness and itinerary, van ground transportation .

9. Verify that the parental permission form and behavioral contract will be used and that the behavioral expectations sheet will be signed by both parent and student.

YES

10. Describe the health/accident insurance and method for acquiring health information on your students. Give the school nurse the list of students and receive back details about health issues.

Parents are to provide necessary health coverage for their student. Carl will contact school nurse with trip roster to note any specific medical needs and issues.

11. Indicate any employee liability (Has Verification of Insurance, Form 5 been completed?).

YES

12. Read and review student behavioral expectations (Contract) and review the early return of students at parental expense clause.

YES; 1 month prior to trip.

13. List any remuneration (service / payment / compensation) that you or any member of your family will receive in connection with this trip.

NONE

IICA Form 7 page 3

14. Describe your plans to inform students of their responsibility to complete make-up work that was missed during the trip.

Should be none.

15. List your experience and background as the trip coordinator, chaperone, etc.

EXTENSIVE

16. Describe plans to inform parents/guardians of their responsibilities to assume all costs arising from the need to evacuate (remove) their child for medical or behavioral reasons. List parent meeting dates prior to the trip.

Parent/Student trip meeting prior to departure

Addendum to the Extended Field Trip Policy

Reminder: No advertising of the trip should occur before approval.

How many days of school will you and your chaperones miss during this trip?

NONE

Approximately how many classes will you and your chaperones miss during this trip?

NONE

What classes will chaperones miss while gone? For example if two staff members are chaperoning a trip and missing 4 days each, what classes would they normally be teaching in those four days?

NONE

How do you anticipate those classes will be covered? (Teaching partner, intern, learning specialist, or substitute)

N/A

To the best of your ability please describe the curriculum that your students at Souhegan will receive during the time that you will miss.

N/A

Are you or your chaperones approved for any other extended field trips during the school year that this trip is scheduled for? If so please indicate the total number of days each chaperone is already approved for.

Nothing other than typical music festivals: NH Jazz All-State, NH All-State, All New England Band Festival, etc.....

Please explain how this trip connects to the curriculum of your classes.

Directly; Students will prepare at the competition level and be held to professional behavior while on tour.

APPROVED: _____

DATE: _____

SHS SMALL ENSEMBLES

&

JAZZ ENSEMBLE

NEW ORLEANS

APRIL 25 - 28, 2020

THE SHS JAZZ ENSEMBLE TRAVELED TO NEW ORLEANS IN APRIL OF 2003. WHILE THERE, THEY PARTICIPATED IN MASTERCLASSES AND A PERFORMANCE WITH THE NAVY BAND OF NEW ORLEANS AND COMPETED IN AN ADJUDICATED FESTIVAL WHERE THEY TOOK HOME A GOLD RATING AND 1ST PLACE HONORS.

I WOULD LOVE TO TRAVEL TO NEW ORLEANS AGAIN WITH MY CURRENT STUDENTS. I FEEL THAT THEY WOULD APPRECIATE THE MUSIC AND CULTURE OF NEW ORLEANS AND GROW TREMENDOUSLY AS MUSICIANS.

THANK YOU.

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read 'C. Benevides', with a long horizontal line extending to the left.

CARL BENEVIDES

First Reading Policies from 09 19 19
SAU Meeting- BBAB/BDB, BDC, BDD,
BEDA, BEDB, BGA, BGC, DKC,
GBEC/ADB, JI, JICD, JICDD, JICH,
JICK, and JIHB

BBAB/BDB – ROLES AND DUTIES OF BOARD CHAIRPERSON AND BOARD OFFICERS

Board officers will include a chairperson, vice-chairperson and secretary. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur. Officers will remain in their respective offices until new successors are elected.

If the chairperson resigns from the school board or resigns from the office of chair, the vice-chairperson will become chair of the board. If the chairperson loses his/her election or does not run for re-election, the vice-chair shall serve as chair during the organizational meeting. If the vice-chairperson or secretary resigns from the school board or from the respective office, the board will hold new elections for those offices.

The Superintendent is an ex-officio, non-voting member of the Board.

Chairperson:

In carrying out these responsibilities, the Chairperson shall:

1. Sign the contracts, instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings. As presiding officer at all meetings of the Board, the Chairperson shall:
 - a. Call the meeting to order at the appointed time;
 - b. Announce the business to come before the Board in its proper order;
 - c. Enforce the Board's policies relating to the order of business and the conduct of meetings;
 - d. Put motions to a vote and announce the vote result.
8. Have the right, as other Board members have, to offer motions, discuss questions, and vote.
9. Have such other powers and duties as the Board may from time to time determine.

BBAB/BDB – ROLES AND DUTIES OF BOARD CHAIRPERSON AND BOARD OFFICERS

Vice-chairperson:

The Vice-Chairperson will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine. They may attend planning of board meeting agendas.

Secretary:

The Secretary, or designee, shall keep minutes of proceedings in non-public session at least to the extent of recording any decisions made therein, and such other powers and duties as the Board may from time to time determine.

BDC- ELECTED AND APPOINTED BOARD OFFICIALS

CLERK OF THE DISTRICT

The Clerk of the District is an elected official except in cooperative School Districts, where he/she is appointed by the board. The Board will fix the salary of the district clerk, who shall not be a member of the Board. The clerk shall keep a true record of each district meeting and make any reports to the State of New Hampshire as may be required and shall carry out duties as required by law. If the clerk is absent at any meeting, a clerk pro tempore shall be chosen by the Board until the next annual district election.

TREASURER AND DEPUTY TREASURERS

The treasurer of the District shall be elected and shall not be a member of the Board. He/she shall receive such remuneration as the district may determine and perform such duties pertaining to the fiscal affairs of the District as outlined in the New Hampshire statutes relating to public schools. If no one is elected and accepts, the Board shall appoint the treasurer until the next annual district election.

A deputy treasurer may be appointed by the treasurer, subject to the approval of the Board.

The treasurer and deputy treasurer must be a registered voter in the District, not be a permanent employee of the District, and must have no conflict of interest in carrying out the duties of the position.

Statutory References:

*RSA 197:20 (Duties
of Clerk)*

*RSA 197:22 (Treasurer's
Bond) RSA 197:23-a*

*(Treasurer's Duties) RSA
197:24-a (Deputy Treasurer)*

*RSA671:6 (Election of
Officers)*

RSA 671:23 (Special Warrant for the election of officers)

AMHERST, MONT VERNON, and SOUHEGAN POLICY

BDD- BOARD-SUPERINTENDENT RELATIONSHIP

The adoption of policies is a primary function of a School Board and the execution of policies is a primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, for keeping the Board informed about school operations and issues, and for satisfactory fulfillment of the duties required by statute and rules of the State Board of Education.

The Board will:

1. Give the Superintendent full administrative authority for properly discharging his professional duties, holding him responsible for acceptable results.
2. Act upon matters of employment or dismissal of school personnel only on the recommendation of the Superintendent.
3. Hold all meetings of the Board in the presence of the Superintendent except when his/her contract and salary are under consideration.
4. Refer all complaints to the Superintendent and discuss such complaints only at a regular meeting as required.

BOARD

SUPERINTENDENT

1. To select a competent, educational leader as Superintendent.	To administer effectively and provide the professional leadership necessary.
2. To serve as a policy-making body.	To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.
3. To grant authority to the Superintendent to administer the schools.	To make Board policy effective through efficient administration.

AMHERST, MONT VERNON, and SOUHEGAN POLICY

BDD- BOARD-SUPERINTENDENT RELATIONSHIP

4. To exercise sound judgement in business affairs of the school district.	To keep the Board informed on financial matters, do sound long-range planning, and keep expenditures within the approved budget.
5. To deal always in an ethical, honest, straight-forward, open-and- above-board manner with the Superintendent, staff, students, and community.	To deal always in an ethical, honest, straight-forward, open-and-above board manner with the Board, staff, students, and community.
6. To provide within budget limitations, necessary personnel.	To present personnel needs to the Board.
7. To approve an organizational pattern for the administration.	To make assignments for each position with the Board's authorization.
8. To take legal action required by law.	To recommend to the Board all action required by law.
9. To examine and approve an annual budget.	To recommend an annual budget with necessary supporting data.
10. To function as a Board, rather than as individuals.	To deal with the Board as a whole, rather than with individuals members.
11. To carry on communications with staff members through the Superintendent.	To see that the staff can have necessary communication through the Superintendent with the Board.
12. To hold the Superintendent accountable for results.	To accept responsibilities for results.
13. To remember that schools exist for the benefit of students and the community.	To remember that schools exist for the benefit of the students and the community.
14. To fulfill other duties required by regulations of the State Board of Education and State Law.	To fulfill such other duties required by regulations of the State Board of Education and State Law.

BEDA - PUBLIC NOTIFICATION OF SCHOOL BOARD MEETINGS

All School Board Meetings are open to the public. The Board will announce at least 24 hours in advance (excluding Sundays and legal Holidays) through two public postings the date, time, and place of all regular and special meetings and the major topics to be discussed.

See also Policy BEB- Emergency Board Meetings.

Legal Reference:

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

AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

BEDB - AGENDA PREPARATION AND DISSEMINATION

See Also BEDA, BEDH

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chairperson.

Items to be placed on the agenda should be received by the Superintendent at least fourteen days prior to the meeting. Every Board member has the right to place items on the agenda. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered with the consent of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to Board members at least seven days prior to the Board meeting. Board Members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be made available to the public, upon request. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Superintendent prior to the Board meeting. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only. Supporting materials sent with the agenda are subject to disclosure by the Right-to-Know law. Therefore, both the agenda and the supporting materials may be reviewed by the public prior to the meeting. Any supporting materials that contain confidential information, which is exempt from disclosure and where the Board has a legal duty to maintain the confidentiality of the information, shall be clearly marked as confidential. Board members shall not disclose any materials marked as confidential or otherwise exempt from disclosure under the Right-to-Know law.

Notices of meeting shall be consistently posted on the District's web site in a reasonably accessible location.

Legal Reference:

RSA 91-A:5, IX.

AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

BGA - POLICY DEVELOPMENT SYSTEM

The Board endorses for use in this District the policy development, codification, and dissemination system of the New Hampshire School Boards Association.

This system, is to serve as a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation, and the maintenance of a continuously and easy-to-use policy manual.

Policy Adoption, Dissemination and Review

- A. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that notice of the proposed action was given at a previous Board meeting and that each Board member was notified of the proposed action. for purposes of notification, the meeting agenda delivered to each Board member is deemed sufficient.
- B. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.
- C. The Board will allow an opportunity for public comments on policy proposals.
- D. All policies will be titled, dated, and coded consistent with the classification system used by the New Hampshire School Boards Association.
- E. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
- F. Policies and amendments will be effective immediately upon adoption, unless a specific effective date is provided in the adopted final policy.
- G. All written policies and administrative rules and regulations will be open for and available for public inspection, upon request.
- H. All Board policies will be reviewed and evaluated by the school board on a regular and continuing basis.
- I. The Superintendent or designee is responsible for notifying the Board of all policy updates and revisions provided by the New Hampshire School Boards Association. The Board will then schedule time for review of such updates and will taken action accordingly regarding the adoption, revision or repeal of such policies.

A member of the SAU staff is to be designated and delegated by the Superintendent with the responsibility to maintain the Board's policy reference files, to draft policy proposals as instructed by the Board and/or Superintendent, to maintain the Board policy manual, and to serve as liaison between the Board, the New Hampshire School Boards Association, State Board of Education, and other sources of policy research information.

**BGC - POLICY REVIEW AND EVALUATION/MANUAL
ACCURACY CHECK**

All Board policies will be reviewed and evaluated by the school board on a regular and continuing basis.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The Superintendent is given the continuing responsibility of calling to the Board's attention all policies that are out of date or appear to need revision for other reasons.

DKC –EXPENSE REIMBURSEMENTS

Personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed, subject to prior approval, upon submission of a properly filled out and approved voucher and such supporting receipts as required by the office of the superintendent. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense; for example, staff development, meetings and procurement of incidental operations and maintenance supplies.

Mileage, meals and lodging reimbursement rates will be announced annually for the following school year.

All travel outside New England must have the prior written approval of the Superintendent or his/her designee. Expenditures and mileage reimbursements for the Superintendent will be approved by the SAU board chair.

AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

GBEC/ADB - DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS

Category: Priority-Required by Law

Identical Policy: GBEC

Related Policy: JICH

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and

GBEC/ADB - DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS

alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

GBEC/ADB - DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS

District Policy Adoption & Revision History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

- *41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients*
- *RSA Chapter 193-B Drug Free School Zones*
- *N.H. Admin. Code, Ed. Part 316*

AMHERST, MONT VERNON, and SOUHEGAN POLICY

JI - STUDENT RIGHTS AND RESPONSIBILITIES

Category P

See also JIC, JICD

Student rights, responsibilities, rules of conduct, and disciplinary consequences for misbehavior shall be published in the Parent-Student Handbook. The Parent-Student Handbook may be made available in another language (when feasible) or presented orally upon request.

Legal References:

RSA 189:15, Regulations

NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline

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

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

AMHERST, MONT VERNON, and SOUHEGAN POLICY

JICD – STUDENT DISCIPLINE AND DUE PROCESS

Category: Priority - Required by Law

Related Policies: JI, JIC, JICDD &

JICK

The board recognizes its responsibility to preserve order and ensure that school buildings, together with its grounds, bus stops and bus routes and at school-sponsored events are safe for students and staff.

Students, as part of the educational community, shall be made aware that misconduct will not be tolerated and may result in temporary or long-term removal from the school. At all times, students are required to conduct themselves in accordance with behavioral standards set forth in or adopted pursuant to Policy JIC and all other applicable Board policies and all District or school rules.

Failure to comply can lead to disciplinary consequences as set forth in this policy and applicable law.

A. Disciplinary Measures – "Definitions".

Disciplinary measures include, but are not limited to, removal from the classroom, detention, in- school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

1. "Removal from the classroom" means a student is sent to the building Principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
2. "Detention" means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class. The building Principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school). Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal.
3. "In-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten (10) consecutive school days.
4. "Out-of-school suspension" means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct, for neglect, or refusal to conform to school rules or policies.
 - a. "Short-term suspension" means a suspension of ten (10) school days or less. Ed 317.04(a)(1).
 - b. "Long-term suspension" means the continuation of a short-term suspension under RSA 193:13, I (b)-(c), and also means a suspension in excess of ten (10) school days under Ed 317.04(a)(2).
5. "Restriction from school activities" means a student will attend school, classes, and practice but will not participate in other school extra-curricular activities, including competitions.

AMHERST, MONT VERNON, and SOUHEGAN POLICY

JICD – STUDENT DISCIPLINE AND DUE PROCESS

6. "Probation" means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
7. "Expulsion" means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

B. Standards for Removal from Classroom and Detention.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers or building Principal may assign students to detention for similar conduct in accordance with the guidelines and protocols outlined in the student handbook.

Standards for In-School Suspension, Restriction of Activities, and Probation.

The building Principal is authorized to issue in-school suspensions, restrictions of activities, or place a student on probation for any failure to conform to school or School District policies or rules, or for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

Restriction of activities may also be issued pursuant to rules or policies pertaining to specific clubs or teams.

C. Process for Out-of-School Suspension.

The power of suspension is authorized for gross misconduct, for neglect, or refusal to conform to School District policies and rules as follows:

1. Short-term Suspensions. The Superintendent or designee is authorized to suspend a student for ten (10) school days or less. The designee may consult with the Superintendent prior to issuing any suspension. The designee shall notify the Superintendent of any suspension within 24 hours.

As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.

Due process standards for short-term suspensions (ten (10) days or less) will adhere to the requirements of Ed 317.04(f)(1).

2. Long-term Suspensions. The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

AMHERST, MONT VERNON, and SOUHEGAN POLICY

JICD – STUDENT DISCIPLINE AND DUE PROCESS

Prior to a long-term suspension, the student will be afforded an informal hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing before the School Board, but the process must comply with the requirements of Ed 317.04 (f)(2) and Ed 317.04 (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision.

Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.

D. Process for Expulsion.

1. Any pupil may be expelled by the School Board for (a) an act of theft, destruction, or violence as defined in RSA Chapter 193-D, (b) for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or (c) for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school. An expulsion under this paragraph will run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent which details the basis for the request. The Board will determine whether and in what manner it will consider any such request.
2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than twelve (12) months.
3. Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) are followed.
4. Any decision by the Board to expel a student may be appealed to the State Board of Education.
5. The Superintendent of Schools is authorized to modify the expulsion or suspension requirements of Sections E.1 and E.2 above on a case-by-case basis.

E. Sub-committee of Board. For purposes of sections D and E of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

F. Disciplinary Removal of Students with Disabilities.

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

AMHERST, MONT VERNON, and SOUHEGAN POLICY

G. Notice and Dissemination.

This policy and school rules which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d).

District Policy History:

First reading: _____

Second reading/adopted: _____

Legal References:

RSA 189:15, Regulations

*RSA 193:13, Suspension & Expulsion
of Pupils RSA Chapter 193-D, Safe*

Schools Zones

NH Code of Administrative Rules, Section Ed 306.04(a)(3), Discipline

NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline Policy

*NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of
Pupils Assuring Due Process Disciplinary Procedures In re Keelin B., 162 N.H.*

38, 27 A.3d 689 (2011)

JICDD - STUDENT DISCIPLINE/OUT-OF-SCHOOL ACTIONS

Category: Recommended

See Also JIA, JIC, JICK

The Board recognizes that out-of-school and off-campus student conduct is not normally the concern of the Board. However, the Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, school property, or school staff.

Therefore, it shall be the policy of this Board that the Board or school administrators may impose disciplinary measures against students for some out-of-school or off-campus conduct.

Discipline may be imposed if such out-of-school conduct causes a significant disruption or substantial interference with the school's educational mission, purpose, or objectives.

Additionally, any off-campus or out-of-school behavior that has a strong potential to disrupt normal school operations may also be met with appropriate disciplinary actions.

Out-of-school and off-campus student conduct that may subject a student to discipline includes, but is not limited to:

1. Damaging school property;
2. Violence at or near the school's bus stop, either before or after the school day;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, either before or after the school day;
4. Damaging the private property of school staff or employees;
5. Incidences that involve cyber-bullying are covered under policy JICK; or
6. Any other activity the Board or administration determines impedes the general welfare of scholastic activities.

Legal References:

RSA 189:70, Educational Institution Policies on Social Media

JICH - DRUG AND ALCOHOL USE BY STUDENTS

The School Board is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, and illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function. The use, sale, transfer or possession of related paraphernalia is also prohibited.

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy JLCD.

Any student who is found by the administration to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's disciplinary policy. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Program (IEP.)

Legal References:

21 U.S.C. § 812(c), Controlled Substances Act

RSA 318-C, Controlled Drug Act

RSA 571-C:2, Intoxicating Beverages at Interscholastic Athletic Contests

JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying

Category: Priority/Required by Law

See also JBAA, JIC, JICD, IHBA

GENERAL STATEMENT OF POLICY It is the policy of the Amherst, Mont Vernon, and Souhegan Cooperative School Districts that its students have an educational setting that is safe, secure, peaceful, and free from student harassment, also known as bullying. The Amherst, Mont Vernon, and Souhegan Cooperative School Districts will not tolerate unlawful harassment of any type and conduct that constitutes bullying and cyberbullying as defined herein. Any person violating this Policy may be subject to disciplinary action up to and including expulsion.

I. Definitions (RSA 193-F:3)

1. **Bullying.** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

3. **Electronic devices.** Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, applications, cameras, and websites.

4. **School property.** School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any reference in this policy to "parent" shall include parents or legal guardians.

JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F:4, II(a))

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))

False Reporting

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

Reprisal or Retaliation

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying

Process To Protect Pupils From Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protected against possible retaliation.

IV. Protection of all Pupils (RSA 193-F:4, II(c))

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

V. Disciplinary Consequences For Violations of This Policy (RSA 193-F:4, II(d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e))

Staff and Volunteers

All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

Students

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.)

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying

Parents

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f))

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.

JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying

5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193-F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying

XI. Investigative Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
 - Description of incident, including the nature of the behavior;
 - How often the conduct occurred;
 - Whether there were past incidents or past continuing patterns of behavior;
 - The characteristics of parties involved, (name, grade, age, etc.);
 - The identity and number of individuals who participated in bullying behavior;
 - Where the alleged incident(s) occurred;
 - Whether the conduct adversely affected the student's education or educational environment;
 - Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
 - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include

JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying

recommended remedial steps necessary to stop the bullying and a written final report to the Principal.

8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation
- Peer support group

JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying

- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(I))

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

XIV. Communication With Parents Upon Completion of Investigation (RSA 193-F:4, II(m))

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. Appeals

A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the

JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying

decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

XVI. School Officials (RSA 193-F:4, II(n))

The Superintendent of schools is responsible for ensuring that this policy is implemented.

XVII. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

XVIII. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Legal References:

RSA 189:70, Educational Institution Policies on Social Media

RSA 193-F:3, Pupil Safety and Violence Prevention Act

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

AMHERST, MONT VERNON, and SOUHEGAN POLICY

JHIB - SEARCHES OF STUDENT AUTOMOBILES ON SCHOOL PROPERTY

Category R

Students recognize that parking their automobiles on school property is a privilege and not a right. As part of this privilege, the district may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules or policy has occurred. Students consent to having their automobiles searched by parking in school parking lots.

Legal Reference:

NH Constitution, Pt.1, Art.19

Appendix JHIB-R

SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts

ADAM A. STEEL

Superintendent of Schools

CHRISTINE M. LANDWEHRLE

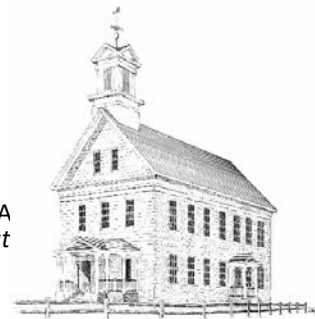
Assistant Superintendent

MARGARET A. BEAUCHAMP

Director of Student Services

MICHELE M. CROTEA

Business Administrat



To: Adam Steel, Superintendent of Schools

From: Christine Landwehrle, Assistant Superintendent

RE: Souhegan Assessment Update – SAT, NHSAS Science, and OECD PISA Assessment Results

September 15, 2019

Executive Summary

Our statewide assessment for grade 11 is the SAT for reading and math and NHSAS for science. In addition to our grade 11 students taking our statewide assessments, we also administered the OECD PISA assessment to a representative sample of students last school year.

Overall, our SAT results show fairly consistent performance in the spring of 2019 compared to 2018. Any minor shifts in performance were either statistically insignificant (in the case of Mathematics) or most likely due to performance variations between different cohorts (Evidence Based Reading and Writing).

For NHSAS Science, we do not have prior year data in which to compare our 2019 results. Although only 52% of Souhegan student scored proficient or above, state level results were at 41%. Without prior cohort data or comparative district data, it is difficult to draw further conclusions at this time.

Our OECD PISA results show high achievement levels in reading, mathematics and science compared to other schools in the United States as well as internationally. Student survey results provided our English, math and science departments with deep information about our learning environment which will help inform future curriculum and instructional changes.

Background Information

The SAT and NHSAS Science assessments are statewide assessments high schools in New Hampshire are required to administer to grade 11 students. In previous years, our students were able to engage in PACE for science and were exempt from the statewide science assessment. With the Every Student Succeeds Act, the PACE project needed to comply with the Innovative Assessment Demonstration Authority and was no longer able to exempt students at all grade levels from the statewide science assessment. It was determined that grade 11 students would need to take the science assessment each year and could no longer use PACE for accountability at that grade level.

The PISA assessment is used internationally to evaluate the quality, equity and efficiency of school systems in over 80 countries that comprise nine-tenths of the world economy. Similar to the

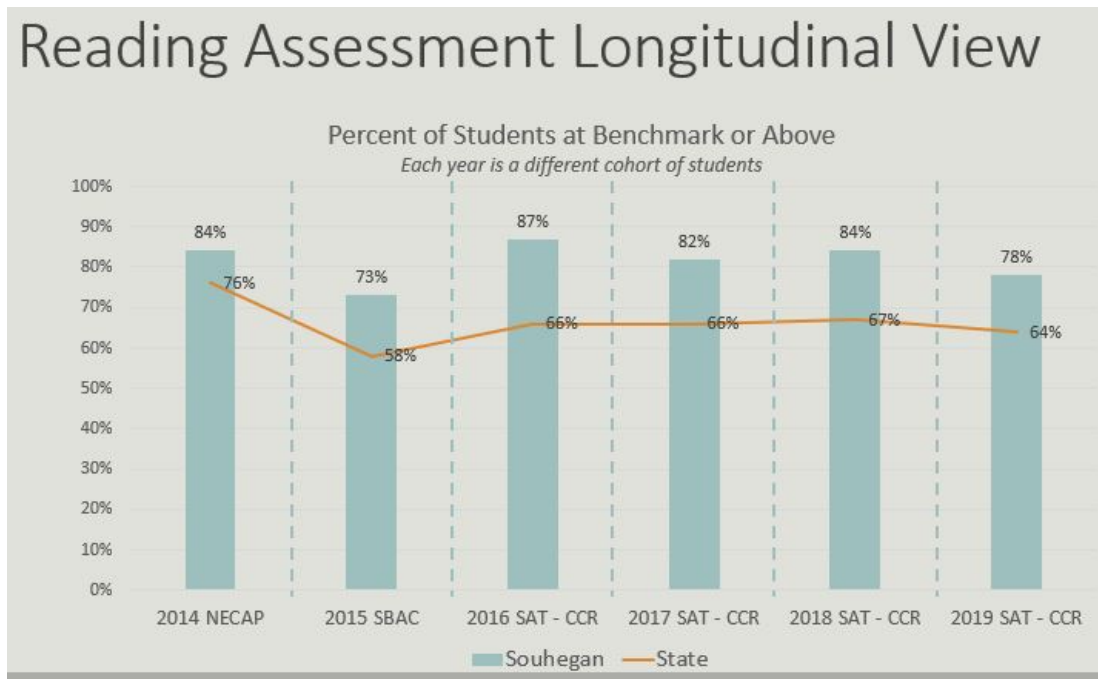
international PISA assessment, the OECD Test for Schools measures 15-year-old students’ knowledge and competencies in reading, mathematics and science. It also assesses their attitudes towards learning and the learning environments of the schools themselves. These assessments measure not just whether students can reproduce what they have learned, but how well students can extrapolate from what they know and apply their knowledge creatively in novel contexts. By using this tool, the performance of an individual school can be compared and benchmarked globally.

Spring 2019 SAT Scores

Evidence Based Reading and Writing

Our Evidence Based Reading and Writing SAT scores remain relatively consistent compared to previous years. While our percentage of students meeting benchmark was 6% less than the previous year, the state average also saw a decrease in the percentage of students meeting benchmark by 3%. Our scores remain significantly above the state average with 78% of Souhegan students meeting the grade 12 benchmark with the state average at 64%. In addition, 84% of our student met the SAT grade 11 benchmark.

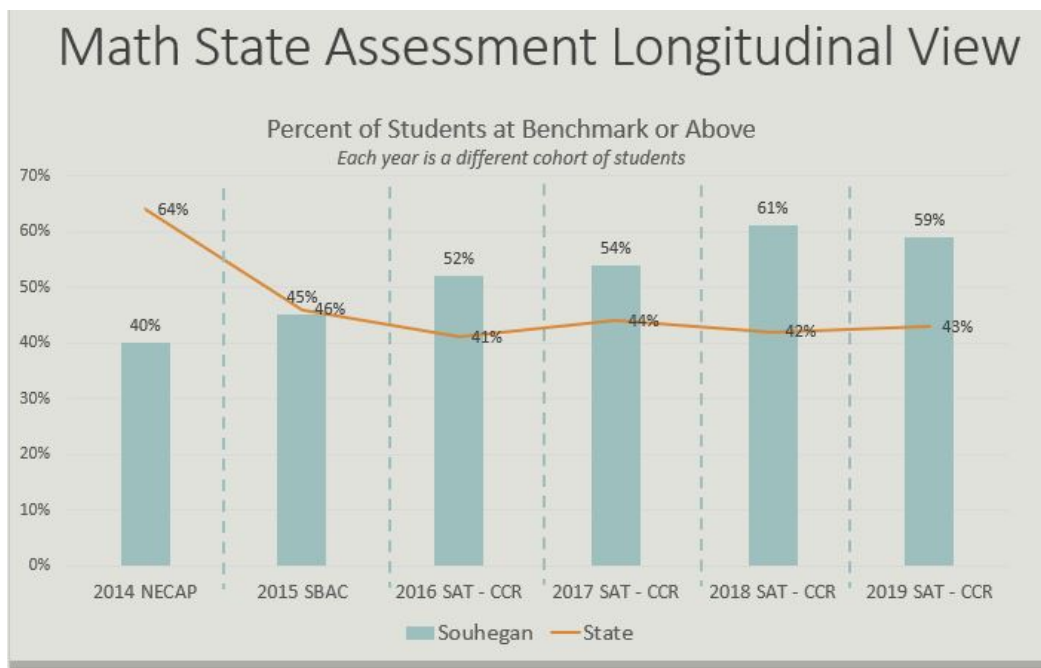
Evidence Based Reading and Writing SAT Results – Spring 2019			
	Mean Score	Percent Meeting Grade 11 Benchmark or above (460)	Percent Meeting Grade 12 Benchmark or above (480)
Souhegan	553	84%	78%
New Hampshire	516	<i>Not Reported</i>	64%



Mathematics

Our math SAT scores remain relatively consistent compared to our 2018 scores. In 2019 we had 59% of our students meet the grade 12 benchmark compared to 61% in 2018. Souhegan’s math SAT scores are significantly above the state average of 43%. Additionally, 68% of our students met the grade 11 benchmark.

Math SAT Results – Spring 2019			
	Mean Score	Percent Meeting Grade 11 Benchmark or above (510)	Percent Meeting Grade 12 Benchmark or above (530)
Souhegan	537	68%	59%
New Hampshire	509	<i>Not Reported</i>	43%



NHSAS Science

Our NHSAS Science results showed 52% of our students performing in the proficient or above range compared to 41% reaching proficiency or above statewide. Since this is the first year of NHSAS data for Souhegan, and we do not yet have comparative district data, it is difficult to draw many conclusions at this time. In examining our performance by discipline, our students showed stronger performance in life sciences compared to physical science or earth space science. This may have implications for course sequencing or content.

NHSAS Science – Spring 2019					
	Percent Proficient or Above	Percent of Students at Level 1	Percent of Students at Level 2	Percent of Students at Level 3	Percent of Students at Level 4
Souhegan	52%	32%	17%	43%	9%
New Hampshire	41%	40%	19%	36%	5%

OECD PISA Assessment

Reading

Our OECD PISA results show higher than average reading achievement levels (average scaled score) compared to other US schools as well as internationally. In addition, our performance distribution was stronger than any other country that took the PISA assessment. Our results did reveal a gender gap between males and females in reading, with females outperforming males. Results also showed that our readers are deep but often restricted. Our students would benefit from being exposed to a wider variety of text.

Figure 4.2 ■ How your school compares with schools in other countries and economies in reading in PISA 2015

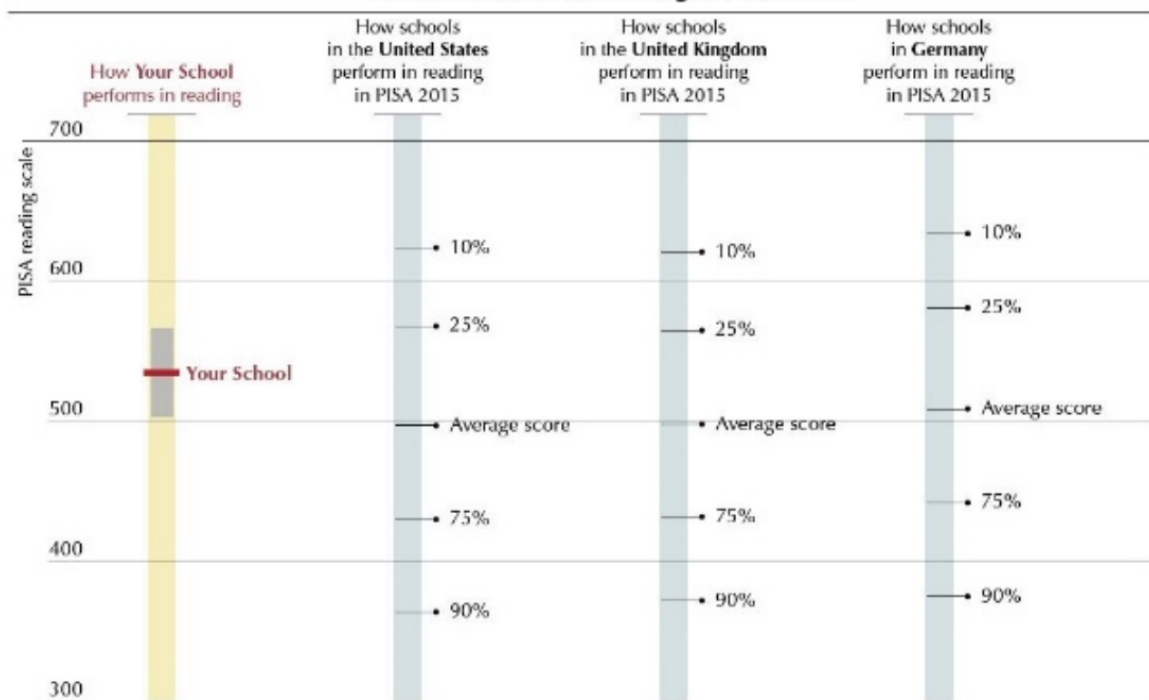
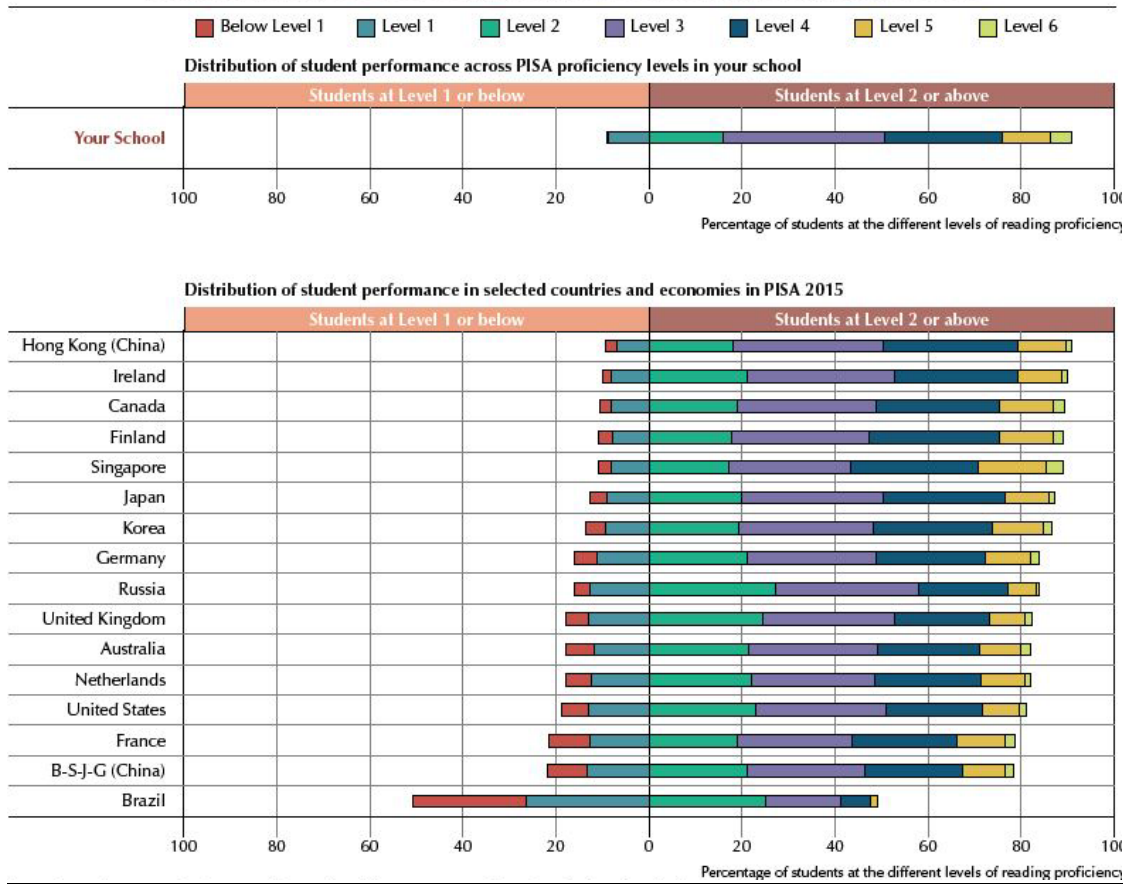


Figure 4.4 ■ How the distribution of student performance at your school compares with student performance in selected countries and economies in reading in PISA 2015



Mathematics

Our OECD PISA results show higher than average math achievement levels (average scaled score) compared to other US schools, with Souhegan performing in the top 20%. In addition, our performance distribution most closely matched the highest performing country, Singapore. Our student survey results raised a wonder about student perceptions related to their relationship with their math teachers and the usefulness of math. These survey results are already being examined by our math department and will be compared with our math evaluation results.

Figure 4.6 ■ How your school compares with schools in other countries and economies in mathematics in PISA 2015

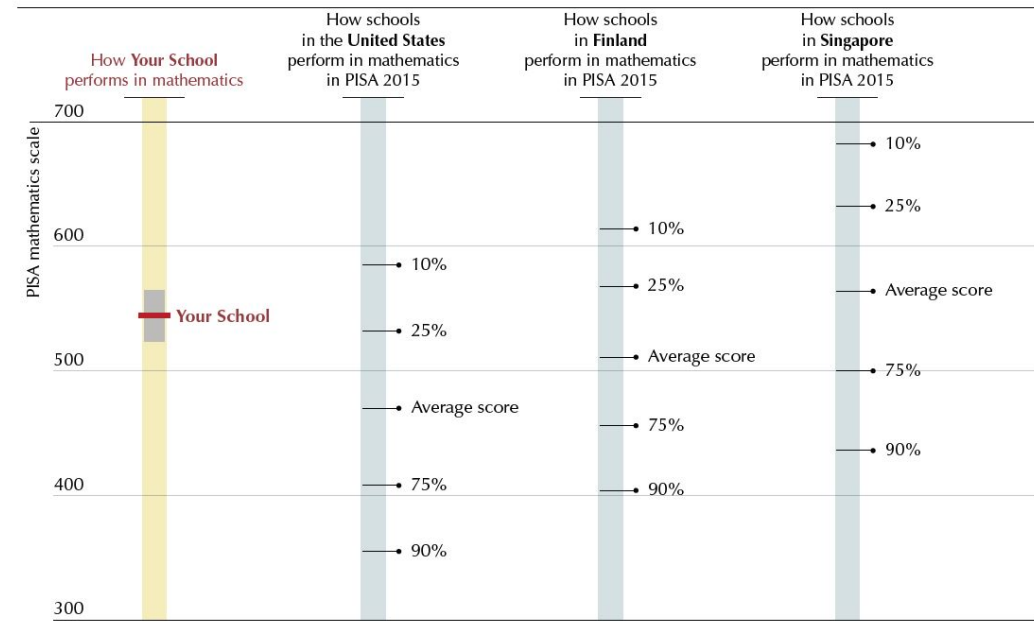
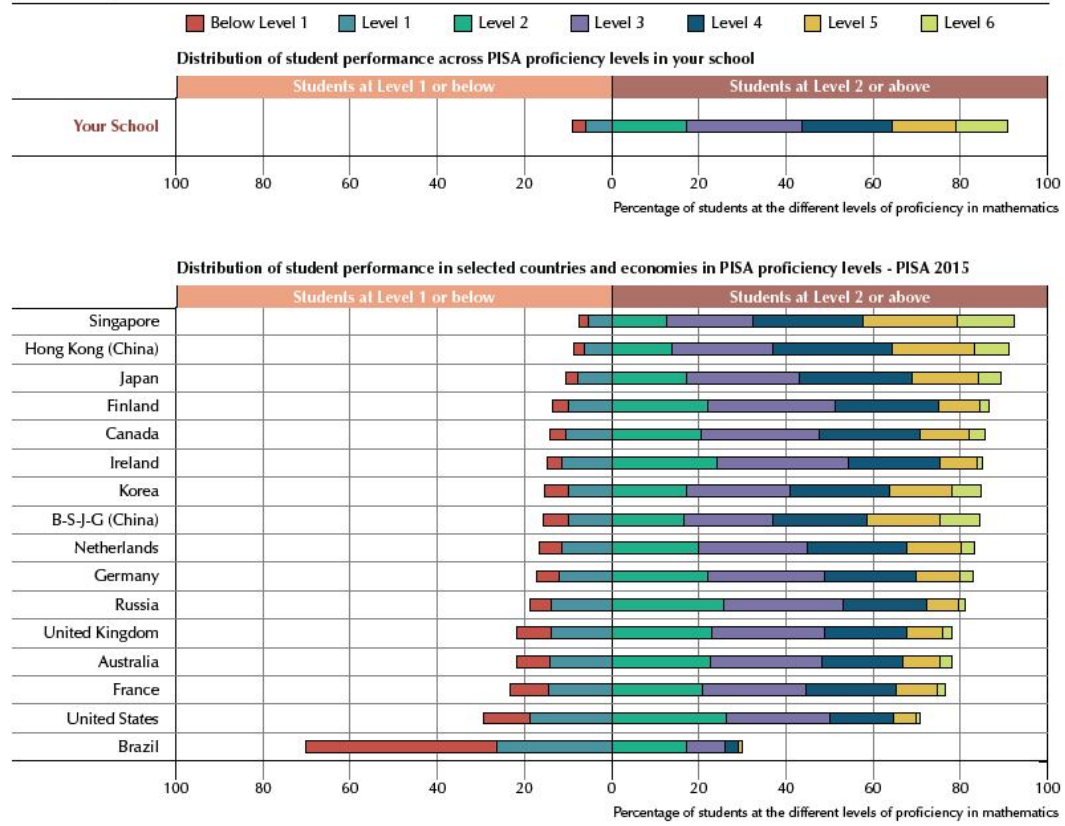


Figure 4.8 ■ How the distribution of student performance at your school compares with student performance in selected countries and economies in mathematics in PISA 2015



Science

Our OECD PISA results show higher than average science achievement levels (average scaled score) compared to other US schools as well as internationally. In addition, our performance distribution was stronger than most other countries that took the PISA assessment, most closely reflecting the performance of Singapore. Student survey results raised a wonder about student understanding of the usefulness of science. Our science department has already started reviewing the OECD PISA results to determine how this survey data could help inform instructional practice.

Figure 4.10 ■ **How your school compares with schools in other countries and economies in science in PISA 2015**

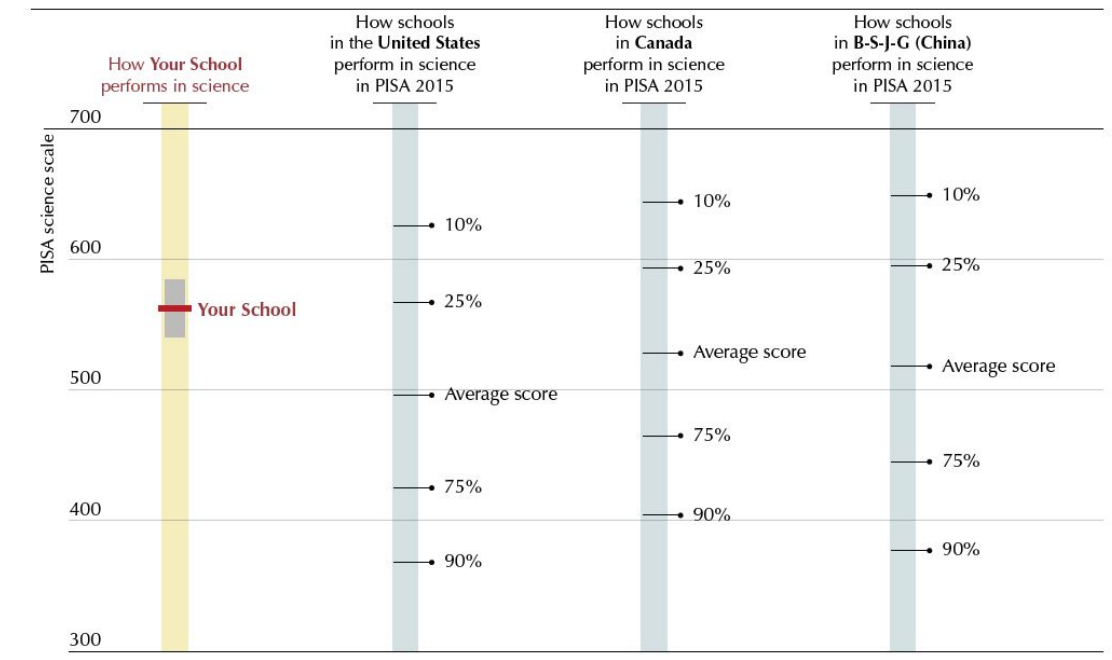
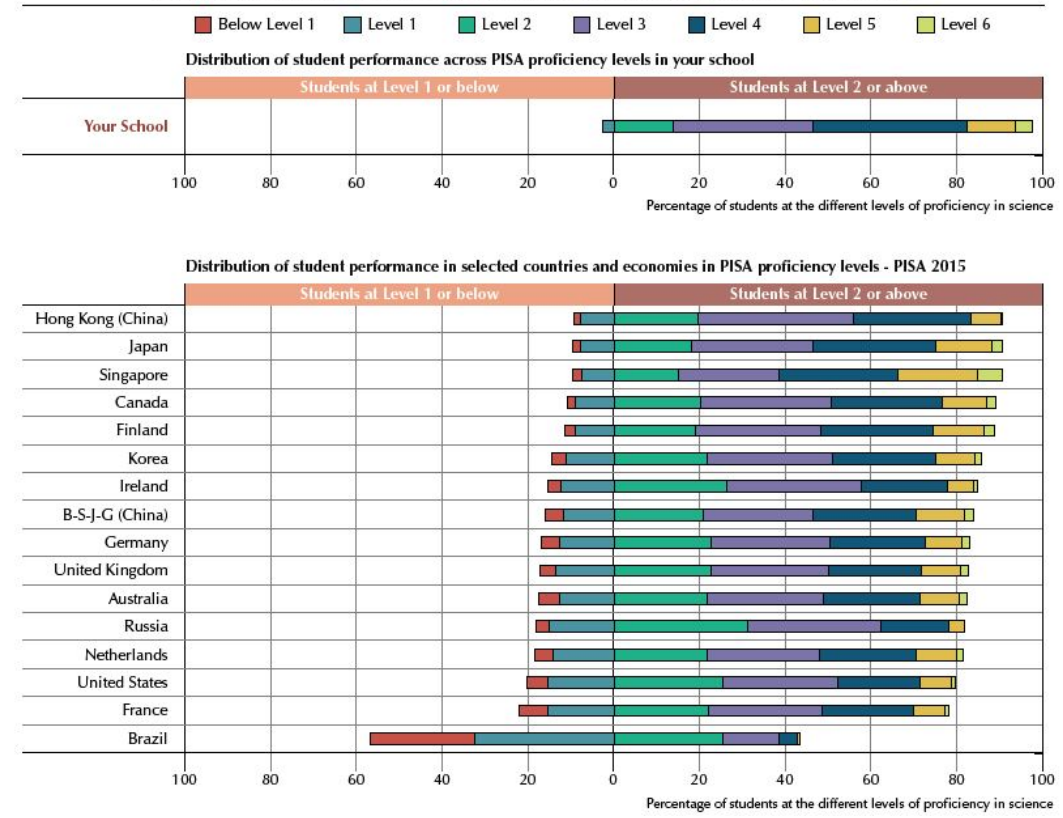


Figure 4.12 ■ How the distribution of student performance at your school compares with student performance in selected countries and economies in science in PISA 2015



Requested Board Action

1. None: Information only.

Supporting Documentation

[Link to full OECD PISA Report](#)