

# 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

Monday, September 23<sup>rd</sup>, 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	<i>SCSB Chair, Mr. Jim Manning, to call the meeting to order</i>	None
Souhegan Advisory Finance Committee	6:00 PM	<i>Souhegan Advisory Finance Committee-Briefing</i>	None
Public Input I of II	6:10 PM		None
Superintendent's Report	6:15 PM	<i>Mr. Steel to present his Superintendent's Report</i>	None
Principal's Report	6:25 PM	<i>Principal Hagen to present his Report- Special focus on NEASC Final Report</i>	Principal's Report- (See link to NEASC Document)
Committee Updates	6:45 PM	<i>Board members to give updates on their committees</i>	None
Community Council Update	6:55 PM	<i>Board to receive update on Community Council and discuss nomination of Community Council Representative</i>	None
Consent Agenda-Approval	7:10 PM	<ol style="list-style-type: none"><li><i>Draft Minutes 08 20 19</i></li><li><i>Budget Transfer 2019 006</i></li><li><i>Unanticipated Revenue \$235</i></li><li><i>Aug 2019 Treasurer's Report</i></li><li><i>German Exchange 2020 Fieldtrip Request Packet</i></li></ol>	Draft Minutes 08 20 19 Budget Transfer 2019 006 Memo Aug 2019 Treasurer's Report German Exchange 2020 Fieldtrip Request Packet
Unassigned Fund Balance-Update	7:15 PM	<i>SAU #39 Business Administrator, Ms. Michele Croteau, to provide the Board an update on the Unassigned Fund Balance</i>	None
Public Input II of II	7:35 PM		None
Non- Public Session	7:40 PM	<i>RSA 91 A:3 II ( )</i>	

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Meeting Adjourned

7:45 PM

## **Principal's Report**

### **School Board Meeting Sept. 23**

This month's Principal's Report will focus on an overview of the New England Association of Schools and Colleges Final Accreditation Report for Souhegan High School. Amy McGuigan, Instructional Coach at SHS and Chairperson of the NEASC Self-Study process will present an overview of the findings and accreditation status to the School Board and public. Ms. McGuigan will briefly review the Standards areas for accreditation, Self-Study process, Visiting Team's work, and highlights and recommendations in the final report.

It should be noted that while staff, students and community members were involved in the process, special acknowledgment must be extended to Amy McGuigan for the outstanding work and leadership she provided in guiding the process as the Accreditation Chairperson.

[Link to full NEASC Report](#)

1 Souhegan Cooperative School Board

2 **Consent Agenda Item #1**

Tuesday, August 20<sup>th</sup>, 2019

3 Meeting Minutes- Not Approved

4  
5 Attendees:

6 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant  
7 Superintendent, Bill Hagan- Principal SHS, Michele Croteau- Business Administrator, Kathy  
8 White- Dean of Faculty, Karen Chininis-Director of Guidance, Brad Freeman- Network  
9 Administrator

10 Souhegan Cooperative School Board: Chair- Jim Manning, Vice Chair- Pim Grondstra,  
11 Secretary- Laura Taylor, Amy Facey, George Torres, Steve Coughlan and David Chen (via  
12 phone)

13 Board Minutes: Danae Marotta

14 SHS Student Videographer: Shannon Hargreaves

15 Public: Delaney Facques, School Board Liaison for Community Council, John D'Angelo- Town  
16 of Amherst NH, Selectmen Liaison, Andy Kawiecki- SHS PTA President, Lisa Eastland-  
17 Amherst NH, and Amherst NH Community Members.

18 I. Call to Order

19 **Chair of the Souhegan Cooperative School Board, Mr. Jim Manning, called the meeting to**  
20 **order at 6:01PM.**

21 II. Superintendent's Report

22 Trello Board

23 Superintendent, Mr. Adam Steel, noted that they have a Trello Board for Board Members and the  
24 Public. Here there are meeting packets, Public Communications, etc.

25 Opening Day

26 Opening Day for Teachers is Tuesday, August 27<sup>th</sup>, 2019, at 8:00AM with Board Members  
27 welcome to attend. It is not open to the public. The First Day of School is the following week,  
28 Tuesday, September 3<sup>rd</sup>.

29 Assessment, Grading and Reporting Update

30 Assistant Superintendent, Ms. Christine Landwehrle, discussed that the Souhegan Assessment  
31 Grading and Reporting Committee and the full Assessment, Grading and Reporting Committee  
32 met this summer and they approved Draft Grading and Reporting Policy, and a Transcript they  
33 finalized a core score and criteria to determine core credit.

34 She added that she will provide a more detailed update at the next meeting.

35 Chairman Manning welcomed Principal of SHS, Mr. Bill Hagan.

36 Mr. Hagan thanked the Board for the opportunity to serve as Principal at SHS. He added that  
37 they have some outstanding professionals and is excited to be here.

38 He then gave an update of schedules. They sent out the schedules and there were three general  
39 areas of concern, schedules with course conflicts, second choice courses and then conflicts with  
40 schedules. There have been extensive efforts that have been made by counselors to fix those  
41 concerns. High School scheduling is very complex.

42 They have had extensive PD and a lot of Empower training, curriculum work and a lot of work  
43 with Assessment, Grading and Reporting. They also had a focus on formative assessment  
44 training.

45 He did review the final copy of the NESAC report for SHS's accreditation. He was very pleased  
46 and congratulated SHS's staff for their building relationships with students. Kids are working in  
47 a school where people care about them. They will review the report more deeply shortly.

48 He then highlighted accomplishments by Ms. Sue Downer, and Ms. Mo Greene.

49 Mr. Manning asked the Board for questions.

50 The Board thanked Superintendent Steel, Assistant Superintendent Landwehrle and Principal  
51 Hagan.

52 III. Public Hearing

53 **Mr. Steve Coughlan motioned to open the Public Hearing at 6:12PM. Ms. Amy Facey**  
54 **seconded the motion. The vote was unanimous, motion passed.**

55 **Mr. Manning called a Roll Call: Manning-Yes, Grondstra-Yes, Coughlan-Yes, Facey-Yes,**  
56 **Torres- Yes, Taylor- Yes and Chen- Yes.**

57 Superintendent Steel explained that they received a donation in the amount of \$5,210.00 from the  
58 NH Charitable Foundation. Any donation over the amount of \$5,000 requires them to hold a  
59 Public Hearing. Before they accept these funds, they are able to hear from the public.

60 Mr. Manning asked for public input.

61 There was no public comment.

62 **Mr. George Torres motioned to close the Public Hearing at 6:14PM. Ms. Amy Facey**  
63 **seconded the motion. The vote was unanimous, motion passed.**

64 **Mr. Manning called a Roll Call: Manning-Yes, Grondstra-Yes, Coughlan-Yes, Facey-Yes,**  
65 **Torres- Yes, Taylor- Yes and Chen- Yes.**

66 IV. Committee Updates

67 Community Council

68 Ms. Delaney Facques, School Board Liaison for Community Council, discussed that they will  
69 hold a Freshman at Large and staff elections in the first few weeks of school.

70 She then asked who is the Board Rep will be and when will the information be sent out to  
71 community members.

72 PPC Committee

73 Mr. Coughlan discussed that they had a semi all-day meeting to kick off negotiations and  
74 meetings to start mid-September.

75 Community Council

76 Ms. Facey noted that last year she was the CC Rep and now Ms. Taylor will be the Board Rep  
77 and they will be holding elections for Community Reps. The SAU will be putting out some  
78 information to the public.

79 Superintendent Steel commented if anyone is interested in being a CC Community Rep. to send  
80 him a Letter of Interest. The Board appoints community members to the Community Council as  
81 Community Reps. They are reaching out to the current community reps to see if they want to  
82 reapply.

83 Ms. Taylor asked if there are three positions for CC Rep, two from MV and one from Amherst.

84 Ms. Facey replied that she believes that is correct.

85 Mr. Manning remarked that Ms. Taylor has put in a lot of work based on questions that the  
86 Board has had on weighted GPA's and Transcripts.

87 Ms. Taylor explained that she has taken the Draft Transcript from June and presented it to 6  
88 different colleges in 6 different states. Her focus was on strong STEM schools. These are high  
89 volume schools, competitive, with schools receiving 30,000 applications. The schools that she  
90 spoke to were VA Tech, WPI, RPI, UCONN, GA Tech, and NC State. She added that this is high  
91 stakes for the families.

92 She then described the field test that she performed. Most of the schools put them in with a "No  
93 Grade". It also made then heavily rely on standardized tests. All 6 of the universities strongly  
94 preferred using the A, B and C or 0-100 format. Draft format for Self- Direction,  
95 Communication, Collaboration and Creativity Scores lacks clarity and definition. Additionally,  
96 Traditional A, B, C communication provides more time to evaluate students holistically.

97 She concluded with Impact, asking how many students will be negatively impacted for it to  
98 matter and how much money must be lost for it to matter.

99 Ms. Taylor concluded by adding that she is motivated by the community and the other parents  
100 that are concerned. She has three motions and asked about the process.

101 Mr. Manning clarified that they follow Robert's Rules of Order and that she can make the  
102 motion and then see if there is a second.

103 **(#1) Ms. Taylor motioned for the SCSB to create a subcommittee to approve the Transcript**  
104 **and School Profile before addressing the full Board. Mr. Chen seconded the motion.**

105 Mr. Manning then asked for Board feedback.

106 Ms. Facey asked where are they in the process now and what is the next step for the AGR  
107 Committee.

108 Superintendent Steel replied that next month the AGR Committee's recommendations are going  
109 to come to this full Board and those include the recommendations regarding the Transcript. That  
110 committee was formed 6 years ago, this was a culmination of 6 years of work.

111 He noted that is something that requires Board approval as it is critical.

112 Ms. Facey asked about the School Profile.

113 Ms. Landwehrle noted that it needs data from the prior year to be accurate.

114 Ms. Facey asked Ms. Taylor to clarify.

115 Ms. Taylor responded that she is looking for a subcommittee of the Board that AGR can work  
116 with and then come to the Board.

117 Mr. Manning asked for other Board questions.

118 Mr. Coughlan noted that he is not sure of the motion at this point.

119 Mr. Torres mentioned that he is open to hear both sides.

120 Mr. Chen asked if the School Profile and transcript completed.

121 Ms. Landwehrle added that Ms. Facey is on that committee. The Transcript part is complete, but  
122 the School Profile is in process.

123 She added that they have their proposed transcript completed and the next steps is to hear a focus  
124 group and to reach out to colleges. They have many colleges coming early this fall.

125 Mr. Chen asked for clarification. He then asked Ms. Taylor if that is what she was looking for.

126 Ms. Taylor noted that she was not sure of the procedure and has three motions for the Board  
127 tonight.

128 Superintendent Steel noted that anything that comes to the Board are subject for Board approval  
129 or to rejection. Right now, there is a little bit of a parallel track. He added that this might be  
130 redundant at this time.

131 Mr. Manning asked if the proposed transcript was the same draft transcript from June.

132 Assistant Superintendent Landwehrle replied, no, it is a different transcript. They took all the  
133 recommendations from the Board, teachers, community members. It is a significant change and  
134 similar to the draft transcript that she shared out a year ago.

135 Mr. Manning asked under any circumstances if you shared this transcript alone, without a school  
136 profile, will it make sense.

137 Ms. Landwehrle replied no, they separated out the Work Study Practices from the Core Score,  
138 that version will be more complicated

139 Mr. Manning asked about the current AGR committee.

140 Ms. Landwehrle explained that the AGR was a diverse group.

141 **Mr. Chen motioned to table motion #1. Ms. Facey seconded the motion. Motion passed.**

142 **Mr. Manning called a Roll Call: Grondstra- Abstain, Torres- Yes, Taylor- Yes, Facey-Yes,**  
143 **Manning- Yes, Coughlan- Yes and Chen- Yes.**

144 **(#2) Ms. Taylor motioned the SCSB can only approve a new transcript with the new School**  
145 **Profile together. Mr. Grondstra seconded the motion.**

146 Mr. Manning asked for Board discussion.

147 Mr. Coughlan added that he does not believe that School Board has ever approved a profile.

148 Ms. Facey asked when will the new school profile be completed.

149 Ms. Karen Chininis, Director of Guidance, replied that she is looking at a draft version in a  
150 couple of months.

151 Mr. Torres asked what does that school profile look like.

152 Ms. Landwehrle replied it includes aggregate school level data and explains how to read and  
153 interpret the transcript.

154 Mr. Grondstra commented that it is paramount that they have a school profile with a transcript.  
155 In speaking with a former college acceptance counselor, they receive all kinds of transcripts and  
156 if something is new it needs to have a solid profile and be cohesive with all other applications.

157 Ms. Facey added that she would agree with Ms. Taylor in that this is important. She then asked  
158 what is the harm in delaying the approval of the transcript until they get the school profile.

159 Superintendent Steel remarked that he is comfortable with that.

160 Mr. Manning noted that he has had a different experience than Ms. Taylor, however, the school  
161 profile is very important.

162 Mr. Coughlan asked for clarification on the motion.

163 Ms. Taylor replied that she believes that both the transcript and school profile are intertwined.



164 Mr. Coughlan mentioned that his concern with that it needs to be concise. He does not want to  
165 get into the editing mode.

166 **#2 Ms. Taylor motioned the SCSB can only approve a new transcript with the new School**  
167 **Profile together. Mr. Grondstra seconded the motion. Motion passed.**

168 **Mr. Manning called a Roll Call: Grondstra- Yes, Torres- Yes, Taylor- Yes, Facey-Yes,**  
169 **Manning- Yes, Coughlan- Yes and Chen- Yes.**

170 **(#3) Ms. Taylor motioned Souhegan will include both the numeric CBE grades and**  
171 **traditional letter grades ( A,B,C,D, F, ect.) on the academic course score of the transcripts**  
172 **until such time that an analysis can be completed assuring the SCSB and the public that**  
173 **the CBE will not be detrimental for college admission and merit scholarships**  
174 **considerations. Mr. Chen seconded the motion.**

175 Mr. Manning asked for Board discussion.

176 **Mr. Grondstra motioned to table the motion until they hear the presentation next month.**  
177 **Mr. Coughlan seconded the motion. Motion passed.**

178 **Mr. Manning called a Roll Call: Grondstra- Yes, Torres- Yes, Taylor- No, Facey-Yes,**  
179 **Manning- Yes, Coughlan- Yes and Chen- Yes.**

180 Mr. Manning thanked Ms. Taylor for all the work she has done, noting that she spent April  
181 vacation completing this.

182 Ms. Kathy White, Dean of Faculty, added that Grading is under the purview of CC and they are  
183 expecting these proposals.

184 Mr. Steel noted that CC should make a recommendation to him and he will bring it to the Board  
185 on their behalf.

186 V. Public Comment I of II

187 Ms. Lisa Eastland, Amherst NH, emphasized that SHS does prepare their students well and what  
188 matters on the transcript is the GPA and test score.

189 The Board thanked Ms. Eastland.

190 VI. Consent Agenda

191 Mr. Chen pulled the June 17, 2019 Draft Minutes.

192 *Superintendent Steel noted that Mr. Chen would like to strike lines 22-70*

193 *He also added that Mr. Chen noted the change in Line 122 from: “Mr. Chen asked about the 30*  
194 *min timeframe for EEAA”.*

195 *Changed to:*

196 *“Mr. Chen asked about the 30-day timeframe for EEAA”.*

197 *Both Mr. Coughlan and Ms. Facey noted that they were not in attendance although they were*  
198 *listed as in attendance.*

199 **Mr. Coughlan motioned to approve the June 17<sup>th</sup> Draft Minutes, as amended. Mr. Pim**  
200 **Grondstra seconded the motion. Motion passed.**

201 **Mr. Manning called a Roll Call: Grondstra- Yes, Torres- Yes, Taylor- Yes, Manning- Yes,**  
202 **Coughlan- Yes, Chen- Yes and Facey-Abstain.**

203 Mr. Torres asked about page 39 item 5, on Policy KFA- Public Conduct of School Property. He  
204 then noted that it should include vaping.

205 Mr. Grondstra noted that they do have other policies that talk about vaping.

206 Ms. Landwehrle noted that KFA can go back to the Policy Committee.

207 Mr. Torres asked about Policy JICI, Weapons on School Property, in what instance would that  
208 happen.

209 Superintendent Steel explained that maybe there is a Civil War scenario or Archery.

210 Mr. Torres thanked Mr. Steel for this clarification noting that he was not clear on the reasons.

211 Mr. Torres asked about clarification on items, page 57 accounts receivable, the annual audit, and  
212 lastly on the guideline of retention of records.

213 Mr. Steel noted that they did do an internal audit of their practices and they are in compliance.

214 Mr. Coughlan noted that he wanted to pull some policies from the Consent Agenda. First, ADB-  
215 Drug Free Workplace, there is a new version coming in a month.

216 He then noted that the “B” policies are existing approved policies in the district. They do not need  
217 to reapprove them; the Board just needs to know that they are current policy.

218 Mr. Chen asked about GCFA and BEC. He added that he would like to make a word more  
219 appropriate than “thwart” in policy BEC item #3. He then asked about Policy DBJ.

220 Superintendent Steel explained the State Law regarding Policy DBJ. He noted that Regular  
221 Education is line 1100 and Special Education is 1200.

222 Mr. Chen noted that previous minutes reflect that they made the change already to the policy  
223 regarding longer than 30 days.

224 Ms. Landwehrle noted that he is correct, and that the policy came through again as an incorrect  
225 version.

226 Mr. Steel noted that it is not bad for the minutes to reflect that the Board reviewed the “B”  
227 policies (BDA, BEA, BEC, BEDC, BEDH, and BG).

228 Mr. Manning noted that Policies ADB and KFA are going back to the Policy Committee. “B”  
229 Policies are marked as reviewed.

230 **Mr. Grondstra motioned to approve Consent Agenda items 1. June 17<sup>th</sup> 2019 Draft**  
231 **Minutes, as amended 2. Unanticipated Revenue \$5,210.00, 3. June 2019 Treasurer's Report**  
232 **4. July 2019 Treasurer's Report and 5. Policies JLCE/EBBC, JICI, GCFA and Policies**  
233 **from 05 23 19 SAU- DBF, DBI, DBJ, EHB, EHB-R, and KE/KEB.**

234 **Mr. Manning called a Roll Call: Grondstra- Yes, Torres- Yes, Taylor- Yes, Manning- Yes,**  
235 **Coughlan- Yes, Chen- Yes and Facey-Yes.**

236 VII. Nominations

237 Superintendent Steel discussed that he has three nominations for the Board. If the Board has  
238 questions, then they will need to go into non-public session.

239 **Mr. Coughlan motioned to accept the nominations of 1. Kimberly Whitehead, Music**  
240 **Teacher, SHS, D Step 8 \$17,538. FTE 0.3, 2. Pam Ilg, One-Year Guidance Counselor, SHS,**  
241 **M Step 16 \$64,496.30 FTE 0.85, and 3. Steven Hansberry, Wellness Teacher, SHS, D Step 4**  
242 **\$53,720. FTE 1.0, Ms. Facey seconded the motion. The vote was unanimous, motion**  
243 **passed.**

244 **Mr. Manning called a Roll Call: Grondstra- Yes, Torres- Yes, Taylor- Yes, Manning- Yes,**  
245 **Coughlan- Yes, Chen- Yes and Facey-Yes.**

246 Mr. Grondstra asked if the Wellness Teacher was Certified.

247 Ms. Landwehrle replied that his certification came through today, and his PE Certification is  
248 coming through.

249 The Board thanked Superintendent Steel

250 VIII. DOE25/MS25

251 SAU #39 Business Administrator, Ms. Michele Croteau, explained the comprehensive financial  
252 reports of the DOE25 and MS 25. It summarizes the financial activity for the prior fiscal year,  
253 the one that just ended June 30<sup>th</sup>. They are not in your packet as they take a long time to prepare  
254 and they are due to the State on September 1<sup>st</sup>. They need a majority of the Board signature.

255 They have not completed their annual audit and the report is also reviewed by the Department of  
256 Ed. It is different when it is finalized as opposed to what she is sharing with you now. The Fund  
257 Balance for the year ending June 30<sup>th</sup> is \$1,283,000.00. The unassigned Fund Balance is \$1,  
258 251,000 approx. that would go to off set the tax rate.

259 She will be happy to go into further detail.

260 Mr. Torres asked about if they would expect this year after year.

261 Ms. Croteau replied that she is not sure and has to become more familiar with the district.

262 Ms. Croteau added that she would be happy to meet with him individually.

263 Mr. Torres remarked that he is just trying to understand it.

264 Mr. Coughlan commented that this Unreserved Fund Balance it has never been this high.

265 The Board then signed the cover sheets.

266 IX. Initial FY 21 Budget Discussion

267 Superintendent Steel discussed that they are looking at non-personnel expenditures by 5%,  
268 maybe not this fall. The Administrative Master Schedule work is ongoing, and they have looked  
269 at AP Course offerings as well.

270 They will have a PPC negotiation separate from the Budget. He does not expect any other large  
271 ticket item. He then suggested that the SCSB, ASB, Ways and Means Committee, the Souhegan  
272 AFC, and some Selectman Reps for a roundtable discussion around facilities for schools that  
273 reside in Amherst. Ms. Croteau has already had a meeting with the SB Chair, Moderator and  
274 Chair of the AFC to map out the plan for this fall.

275 Ms. Croteau noted that she had a great meeting and in terms of timing the first draft of the  
276 budget, would come to both the Board and the AFC Chair at the meeting on Oct 15<sup>th</sup>. From that,  
277 questions will be answered and the meeting dates for committee work are Oct 29<sup>th</sup>-Nov 12<sup>th</sup>.  
278 AFC will hold a meeting on Nov 12 and the Board will approve a budget on December 17<sup>th</sup>.

279 Mr. Manning asked for Board feedback.

280 Mr. Torres asked about the 5% reduction outside of personnel.

281 Superintendent Steel explained that they are working to provide efficiency in the master schedule  
282 where possible.

283 Mr. Torres noted that he was a part of the AFC last year. It would be helpful to have a narrative  
284 for costs. He is looking for context.

285 Mr. Manning remarked that they need to have discussions about the budget assumptions around  
286 the May/ June time frame. He then suggested that they should have a strategy and project plan  
287 with milestones and resource allocation and budget that drives the strategy. He added that they  
288 never really seem to have that. He then commented that going forward, they need to have  
289 discussions.

290 He then asked how do they get to that point.

291 Mr. Steel replied that it is a good question and they can project with some level of certainty what  
292 their budget will be roughly. He presented their leadership team's strategic vision and it was  
293 adopted by the SAU Board. As those get developed, they will need investments, with time,  
294 dollars and treasure. Their budget will projectable into the future, but how they invest those  
295 school dollars has to relate to the school system that they want it to be.

296 Mr. Manning asked about some sense of commitment to have the budget assumption  
297 conversation in May/June.

298 Mr. Steel replied, yes, although they will not know about healthcare costs or what teachers will  
299 leave. They will know about what is framing the budget.

300 Mr. Coughlan noted that two years ago they adopted an optional retirement incentive program.  
301 He then suggested that the Board to offer and incentive as first come first serve. He then  
302 suggested that they put it on the agenda for September. He will send the Board and Ms. Croteau  
303 information.

304 Ms. Facey asked about the incentive program.

305 Superintendent Steel suggested they have that discussion in Non-Public Session.

306 The Board thanked Ms. Croteau.

307 X. Strategic Vision Discussion

308 Mr. Steel noted that the SAU Board was in support of the Strategic Vision. He and his  
309 Administrative Leadership Team met this summer to work on the areas of focus that needed to  
310 exist to make that Strategic Vision a reality. The end results that they have discussed are a  
311 continuation of the work that has been going on in this District for many years. What was  
312 missing was the context. The value system is not something that needs to change.

313 He then discussed context in the current world. They need to prepare students for occupations  
314 that do not exist yet and he value of personal data outpaces the value of oil. The average person  
315 will be changing careers between 3-5 times. Schools need to change to adapt to an ever-changing  
316 world.

317 First, he emphasized the importance of building student relationships and explained what  
318 Anchoring Adult means to SHS. It is an SAU wide focus.

319 Next, he explained the Multi-tiered System of Supports. It is looking beyond academic,  
320 behavioral, mental health, etc. Third, they need to complete items within Standards-based  
321 Grading and Reporting. They have done extensive work and need to complete the Transcript and  
322 the School Profile. Fourth, is planting seeds around Student Success Plans, building individual  
323 plans for individual students. They will not have these in place next year, possibly a pilot.

324 He concluded by noting those 4 areas of focus tie into where they are making investments into  
325 the future.

326 Mr. Hagan discussed that they have 3 overarching objectives for them to focus on this year.

- 327 1. Complete the development implementation of a competency curriculum, AGR for all  
328 courses in grades 9-11.
- 329 2. Provide a personalized experience through an engaging curriculum with expert  
330 instructors in a safe 21<sup>st</sup> century school to inspire a future with no limits.
- 331 3. Develop a manageable communication process. Transparency and finding their best ways  
332 to communicate to all the stakeholders.

333 Mr. Coughlan asked about #2.

334 Principal Hagan replied that they are looking at the Advisory model at a high level. Their goal is  
335 to get their Advisors up to a high standard. He then explained some of the other ways that they  
336 are making it a personalized experience.

337 Ms. Facey asked how are they tracking all this data.

338 Superintendent Steel added that they are learning the Objectives and Key results process. They  
339 are using Trello and will get better at it.

340 Ms. Taylor asked about protecting student privacy.

341 Superintendent Steel noted that they work with FERPA and the fundamental value they also have  
342 189:37 the HB 1612. It is strict compliance that relates to student privacy.

343 XI. Public Comment II of II

344 Mr. Andy Kawiecki, SHS PTA President, introduced himself to the Board adding that he has a  
345 Sophomore and a Freshman here at SHS. He is excited about this new role and wants to get more  
346 people involved.

347 Mr. John D'Angelo, Selectman Liaison, Town of Amherst NH, gave his support about having an  
348 Anchoring Adult. He added that they are on the right track, have the right ideas and are closer  
349 than they think.

350 The Board thanked Mr. Kawiecki and Mr. D'Angelo for their comments.

351 XII. Non-Public Session

352 **Mr. Grondstra motioned to enter into Non-Public Session RSA 91 A:3 II (a) and (b) at**  
353 **8:20PM. Mr. Coughlan seconded the motion. The vote was unanimous, motion passed.**

354 **Mr. Manning called a Roll Call: Grondstra- Yes, Torres- Yes, Taylor- Yes, Manning- Yes,**  
355 **Coughlan- Yes, Chen- Yes and Facey-Yes.**

356 Members Present: Jim Manning, Pim Grondstra, Laura Taylor, Amy Facey, George Torres,  
357 Steve Coughlan and David Chen (via phone)

358 Others in Attendance: Adam Steel, Christine Landwehrle and Michele Croteau.

359 Matter Discussed and Decisions Made: Student issues, Personnel issues

360 **Mr. Grondstra motioned to exit Non-Public Session RSA 91 A:3 II at 8:47 PM. Ms. Facey**  
361 **seconded the motion. The vote was unanimous, motion passed.**

362 **Mr. Manning called a Roll Call: Grondstra- Yes, Torres- Yes, Taylor- Yes, Manning- Yes,**  
363 **Coughlan- Yes, Chen- Yes and Facey-Yes.**

364 XIII. Meeting Reconvened

365 Meeting Reconvened to the Public at 8:47PM.

366 Non-Public Minutes recorded by Ms. Laura Taylor, SCSB Secretary.

**Consent Agenda Item #2**

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

REQUEST FOR BUDGET TRANSFER NO.:

2019 006

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.
10.2410.430.30.000000	OFFICE EQUIPMENT MAINTENANCE	\$22,438	(7,665)	\$11,401	10.2660.530.30.000000	SECURITY COMMUNICATIONS	\$0.00	\$7,665.00	\$7,665.00

TOTAL TRANSFERRED FROM:

(7,665)

TOTAL TRANSFERRED TO:

\$7,665

**JUSTIFICATION:** Fiber optic cable installed to the press box to extend our security coverage

Director of Finance

6/30/2019

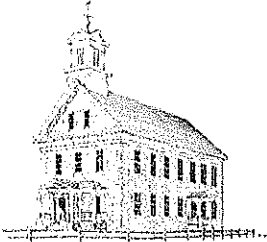
REQUESTOR: DIRECTOR/DATE

APPROVED BY SOUHEGAN COOPERATIVE SCHOOL BOARD ON :

DATE

Adam Steel, Superintendent

**MEMO**    Consent Agenda Item #3



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

---

**Date:**            09/23/2019  
**To:**                Adam Steel, Superintendent of Schools  
**From:**            Sarah Jardim-Lee, Accountant  
**Re:**                Unanticipated Revenue

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Unanticipated revenue in the amount of \$235.00 has been received by the Souhegan Cooperative School District this month.

**Requested Board Actions**

1. Motion: To accept a donation in the amount of \$235.00 from Instrumentation Laboratory to support the Softball team. These funds shall be accepted into the Student Activities Fund.



Please add this to SB agenda  
thx pam

SOUHEGAN HIGH SCHOOL  
Student Activity Fund  
Credit Voucher

6527

Date: 8/28/19

Club/Activity: Softball

Contact Person: Donnet


Amount deposited to account: 235.-

Fund Source: Check

Notes: fundraising donation

DETACH BEFORE DEPOSITING

THIS CHECK IS VOID WITHOUT A GREEN BACKGROUND

 Instrumentation  
Laboratory

A Wafar Company  
INSTRUMENTATION LABORATORY  
180 HARTWELL ROAD, BEDFORD, MA 01730  
781-861-0710

HSBC BANK USA, N.A.  
ONE HSBC CENTER  
BUFFALO, NEW YORK 14203

60-882  
213

No. 168937

DATE	AMOUNT
07/25/2019	*****235.00

TWO HUNDRED THIRTY-FIVE  
and 00/100 USD

PAY TO THE ORDER OF  
Souhegan High School  
c/o Softball Activity Fund  
412 Boston Post Road  
Amherst NH 03031  
US

  
AUTHORIZED SIGNATURE

# Souhegan Cooperative School District

Consent Agenda Item #4

## Treasurer Report

### August-2019

Souhegan Cooperative School District		
Monthly Report of the Treasurer		
as of 8/31/2019		
Cash on hand	8/1/2019	\$1,817,165.20
Deposits		\$1,388,461.49
AP-PR		(\$1,142,548.05)
Balance on hand	8/31/2019	\$2,063,078.64

Capital Checking		
as of 8/31/2019		
Cash on hand	8/1/2019	\$8,087.78
Deposits		\$3.33
AP-PR		
Balance on hand	8/31/2019	\$8,091.11

Field Maintenance Checking		
as of 8/31/2019		
Cash on hand	8/1/2019	\$37,937.47
Deposits		\$0.00
AP-PR		\$0.00
Balance on hand	8/31/2019	\$37,937.47

Filename: 2019-08-SCSD Treasurer Report.xlsx  
 Month 8/1/2019

Souhegan Cooperative School District  
 Monthly Reconciliation Report  
 Combined Accounts

<b>August-19</b>	<b>Peoples United *1925 Cash Management</b>	<b>Peoples United *9527 Municipal Checking</b>	<b>Peoples United *5661 Municipal Savings</b>	<b>TOTAL</b>
<b>8/31/2019</b>	<b>\$188,576.31</b>	<b>\$68,000.00</b>	<b>\$2,352,777.43</b>	<b>\$2,609,353.74</b>
<b>Outstanding Checks: (subtract)</b>				
<b>a) Accounts Payable</b>		<b>\$(243,393.83)</b>		
<b>b) Payroll</b>		<b>\$(302,881.27)</b>		
<b>c) Payroll Direct Deposit &amp; IRS</b>				
<b>Total Outstanding</b>		<b>\$(546,275.10)</b>		<b>\$(546,275.10)</b>
<b>Reconciled Book Balance</b>				<b>\$2,063,078.64</b>
<b>Balance from Treasurer's Journal</b>				<b>\$2,063,078.64</b>
				-

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

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
<b>8/1/2019</b>	<b>Beginning Balance</b>					<b>\$1,817,165.20</b>
8/1/2019	Town of Amherst	\$1,011,112.00	8/6/2019	Payroll Direct Deposit pp3 v6204	(\$20,985.06)	\$2,807,292.14
8/14/2019	State of NH Project Reimbursement	\$4,149.15	8/6/2019	Payroll Direct Deposit pp3 v6203	(\$63,387.35)	\$2,748,053.94
8/16/2019	State of NH Project Reimbursement	\$73,913.83	8/20/2019	Payroll Direct Deposit pp4 v6208	(\$237,805.32)	\$2,584,162.45
8/19/2019	Deposit: Mont Vernon, NH Medicaid, misc	\$259,965.20	8/20/2019	Payroll Direct Deposit pp4 v6209	(\$48,321.61)	\$2,795,806.04
8/21/2019	Deposit: NH Charitable Foundation	\$5,210.00	8/8/2019	Payroll IRS pp3 v6206	(\$10,603.51)	\$2,790,412.53
8/30/2019	Deposit: NH Medicaid, misc	\$9,598.12	8/22/2019	Payroll IRS pp4 v6211	(\$42,933.07)	\$2,757,077.58
			8/9/2019	Payroll 457 pp3 v6205	(\$749.79)	\$2,756,327.79
			8/23/2019	Payroll 457 pp4 v6210	(\$2,833.98)	\$2,753,493.81
			8/30/2019	Payroll Mass DOR v6213	(\$913.76)	\$2,752,580.05
			8/8/2019	Payroll v3 ck3068628-3068630	(\$1,448.29)	\$2,751,131.76
			8/22/2019	Payroll v4 ck3068675-3068678	(\$4,106.65)	\$2,747,025.11
			8/8/2019	Payroll v6207 ck3068631-3068631	(\$30.00)	\$2,746,995.11
			8/22/2019	Payroll v6212 ck3068679-3068680	(\$130.00)	\$2,746,865.11
			8/29/2019	Payroll v6214 ck3068730-3068732	(\$302,359.18)	\$2,444,505.93
						\$2,444,505.93
						\$2,444,505.93
						\$2,444,505.93
			8/1/2019	A/P v1731 ck3068573-3068627	(\$164,021.80)	\$2,280,484.13
			8/15/2019	A/P v1733 ck3068632-3068674	(\$66,525.59)	\$2,213,958.54
			8/29/2019	A/P v1734 ck3068681-3068729	(\$175,957.59)	\$2,038,000.95
			7/30/2019	A/P Void ck 3068331	\$664.00	\$2,038,664.95
						\$2,038,664.95
8/31/2019	August Credit Card transactions	\$21,725.00				\$2,060,389.95
8/31/2019	August Food Service	\$800.00				\$2,061,189.95
						\$2,061,189.95
			8/2/2019	Authorize.net credit card fees for July	(\$17.20)	\$2,061,172.75
8/31/2019	August Interest - Cash Management	\$164.12	8/5/2019	Vantiv Credit Card fees for July MM-303	(\$40.99)	\$2,061,295.88
8/31/2019	August Interest - Municipal Savings	\$1,824.07	8/9/2019	Merchant Services fees for July BIPUMFIN	(\$41.31)	\$2,063,078.64
<b>8/31/2019</b>	<b>Ending Balances</b>	<b>\$1,388,461.49</b>			<b>(\$1,142,548.05)</b>	<b>\$2,063,078.64</b>
				Payroll Debits	(\$428,533.45)	
				Payroll Checks	(\$308,074.12)	
				AP Checks	(\$405,840.98)	
				Other Debits	(\$99.50)	

SCSD Treasurer's Report  
Unreconciled Check Register

Uncleared Transactions  
SCSD Checking 9527

Num	Date	Payee	C Memo	Category	Amount
<b>Expense Categories</b>					
<b>Payroll Ded</b>					
3068730	8/29/2019	HAMPSHIRE HILLS	6214	Payroll Ded	(\$1,263.43)
3068731	8/29/2019	HEALTHTRUST, INC.	6214	Payroll Ded	(\$203,716.20)
3068732	8/29/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6214	Payroll Ded	(\$97,379.55)
<b>Total Payroll Ded</b>					<b>(\$302,359.18)</b>
<b>Payroll</b>					
3068165	5/30/2019	Sullivan, Claire M	26	Payroll	(\$40.17)
3068460	6/27/2019	Sullivan, Claire M	28	Payroll	(\$63.61)
3068677	8/22/2019	Tom, Vincent J.	4	Payroll	(\$418.31)
<b>Total Payroll</b>					<b>(\$522.09)</b>
<b>Expense!</b>					
3068274	6/13/2019	BARLOW, CHERYL	1727	Expense!	(\$58.70)
3068355	6/13/2019	WHITEHEAD, KIMBERLY	1727	Expense!	(\$285.57)
3068397	6/25/2019	JACKSON, DARRELL	1728	Expense!	(\$18.45)
3068404	6/25/2019	KUTCHER, NANCY	1728	Expense!	(\$900.00)
3068439	6/25/2019	THENIN, MICHEL	1728	Expense!	(\$21.95)
3068452	6/25/2019	WHITEHEAD, KIMBERLY	1728	Expense!	(\$270.00)
3068518	7/17/2019	FLYTHER, JANE	1730	Expense!	(\$30.64)
3068527	7/17/2019	JAMES COLLINS INC	1730	Expense!	(\$2,795.00)
3068541	7/17/2019	NEACAC	1730	Expense!	(\$25.00)
3068549	7/17/2019	PISANI, RHONDA	1730	Expense!	(\$55.00)
3068565	7/17/2019	WHITEHEAD, KIMBERLY	1730	Expense!	(\$352.74)
3068604	8/1/2019	LUTTIK-ENGERT, KAREN	1731	Expense!	(\$80.00)
3068608	8/1/2019	NASHUA CENTER FOR THE MULTIPLY	1731	Expense!	(\$600.00)
3068632	8/15/2019	ALLIANCE ONE, LLC	1733	Expense!	(\$53.00)
3068633	8/15/2019	ARBOR SCIENTIFIC	1733	Expense!	(\$495.84)
3068634	8/15/2019	ARC SPORTS	1733	Expense!	(\$1,934.40)
3068635	8/15/2019	ATLANTIC GOLF & TURF, LLC	1733	Expense!	(\$1,500.00)
3068636	8/15/2019	BRALEY, KELLI	1733	Expense!	(\$1,000.00)
3068637	8/15/2019	C.O.R.E. VOCATIONAL SERVICES LLC	1733	Expense!	(\$9,555.00)
3068638	8/15/2019	COLLINS SPORTS MEDICINE	1733	Expense!	(\$630.83)
3068639	8/15/2019	COMCAST	1733	Expense!	(\$48.93)
3068640	8/15/2019	CORDTS, DEANNA	1733	Expense!	(\$10.00)
3068641	8/15/2019	CROTCHED MOUNTAIN REHABILITATION	1733	Expense!	(\$357.50)
3068642	8/15/2019	CROWN TROPHY	1733	Expense!	(\$80.50)
3068643	8/15/2019	DATAFINCH TECHNOLOGIES	1733	Expense!	(\$269.89)
3068644	8/15/2019	DIRECT ENERGY BUSINESS MARKETING	1733	Expense!	(\$73.81)
3068645	8/15/2019	ELECTRICAL SUPPLY OF MILFORD	1733	Expense!	(\$112.96)
3068646	8/15/2019	EVERSOURCE	1733	Expense!	(\$17.13)
3068647	8/15/2019	EXTREME NETWORKS, INC.	1733	Expense!	(\$1,210.20)
3068648	8/15/2019	F.W.WEBB COMPANY	1733	Expense!	(\$1,712.16)
3068649	8/15/2019	G-SPORTS WRESTLING	1733	Expense!	(\$717.10)
3068650	8/15/2019	GLOBAL EQUIPMENT COMPANY, INC	1733	Expense!	(\$430.48)
3068651	8/15/2019	GW SHAW AND SON, INC.	1733	Expense!	(\$80.00)
3068653	8/15/2019	HUDL	1733	Expense!	(\$5,400.00)
3068654	8/15/2019	INSIGHT PUBLIC SECTOR, INC.	1733	Expense!	(\$19,003.32)
3068655	8/15/2019	JOHNSON CONTROLS FIRE PROTECTION	1733	Expense!	(\$692.93)
3068656	8/15/2019	LIBERTY UTILITIES	1733	Expense!	(\$428.01)
3068657	8/15/2019	LOWE'S	1733	Expense!	(\$1,469.27)
3068658	8/15/2019	Mammola-McQuaide, Jean M.	1733	Expense!	(\$34.80)

SCSD Treasurer's Report  
Unreconciled Check Register

3068659	8/15/2019 MUSIC & ARTS CENTERS	1733 Expense!	(\$2,998.57)
3068660	8/15/2019 NASHUA OUTDOOR POWER EQUIPMENT &	1733 Expense!	(\$116.38)
3068661	8/15/2019 NASHUA SCHOOL DISTRICT	1733 Expense!	(\$3,190.50)
3068662	8/15/2019 NEW HAMPSHIRE MUSIC EDUCATORS AS	1733 Expense!	(\$250.00)
3068664	8/15/2019 PASCO SCIENTIFIC	1733 Expense!	(\$625.00)
3068665	8/15/2019 SAXE, DAVID	1733 Expense!	(\$125.00)
3068666	8/15/2019 SIGNUP.COM	1733 Expense!	(\$198.99)
3068668	8/15/2019 SOUHEGAN SEPTIC TANK SERVICE LLC	1733 Expense!	(\$3,735.00)
3068669	8/15/2019 SOULE, LESLIE, KIDDER	1733 Expense!	(\$126.50)
3068670	8/15/2019 STATELINE IRRIGATION SUPPLY, INC	1733 Expense!	(\$1,849.76)
3068671	8/15/2019 THE COUNTY STORE, INC.	1733 Expense!	(\$440.11)
3068672	8/15/2019 THE NIXON COMPANY, INC.	1733 Expense!	(\$140.10)
3068673	8/15/2019 TOWN OF AMHERST- DEPT. OF PUBLIC	1733 Expense!	(\$250.38)
3068674	8/15/2019 TRANE	1733 Expense!	(\$578.84)
3068681	8/29/2019 Airex Filter Corporation	1734 Expense!	(\$640.80)
3068682	8/29/2019 ALLIANCE ONE, LLC	1734 Expense!	(\$53.00)
3068683	8/29/2019 AMERICAN SCIENCE & SURPLUS	1734 Expense!	(\$46.45)
3068684	8/29/2019 APPLE COMPUTER, INC.	1734 Expense!	(\$1,398.00)
3068685	8/29/2019 ASAP FIRE & SAFETY CORPORATION	1734 Expense!	(\$1,154.50)
3068686	8/29/2019 BERNA, THERESA	1734 Expense!	(\$402.78)
3068687	8/29/2019 BERNSTEIN, SHUR, SAWYER & NELSON	1734 Expense!	(\$14,863.00)
3068688	8/29/2019 BRANDING MINE	1734 Expense!	(\$270.00)
3068689	8/29/2019 CANON SOLUTIONS AMERICA, INC.	1734 Expense!	(\$26.65)
3068690	8/29/2019 CARING HANDS TRANSPORTATION LLC	1734 Expense!	(\$11,880.00)
3068691	8/29/2019 CATAPULT SPORTS, LLC	1734 Expense!	(\$2,000.00)
3068692	8/29/2019 CHAPPELL TRACTOR SALES, INC.	1734 Expense!	(\$523.42)
3068693	8/29/2019 CONSOLIDATED COMMUNICATIONS, INC	1734 Expense!	(\$1,435.22)
3068694	8/29/2019 CROTCHED MOUNTAIN REHABILITATION	1734 Expense!	(\$24,556.65)
3068695	8/29/2019 DELL MARKETING, L.P.	1734 Expense!	(\$55,243.86)
3068696	8/29/2019 EBSCO INFORMATION SERVICES	1734 Expense!	(\$2,382.21)
3068697	8/29/2019 ELECTRICAL SUPPLY OF MILFORD	1734 Expense!	(\$668.23)
3068698	8/29/2019 EVERSOURCE	1734 Expense!	(\$11,987.86)
3068699	8/29/2019 F.W.WEBB COMPANY	1734 Expense!	(\$830.53)
3068700	8/29/2019 FRANKLIN PAINT CO., INC.	1734 Expense!	(\$3,636.00)
3068701	8/29/2019 GRAY CONSULTING AND THERAPY, LLC	1734 Expense!	(\$545.30)
3068702	8/29/2019 HANNA METALWORKS INC	1734 Expense!	(\$185.00)
3068703	8/29/2019 INSIGHT PUBLIC SECTOR, INC.	1734 Expense!	(\$2,111.48)
3068704	8/29/2019 KELVIN	1734 Expense!	(\$945.55)
3068705	8/29/2019 LEMIEUX, RYAN A.	1734 Expense!	(\$361.65)
3068706	8/29/2019 LOWE'S	1734 Expense!	(\$3,315.85)
3068707	8/29/2019 MEDCO SPORTS MEDICINE	1734 Expense!	(\$1,112.77)
3068708	8/29/2019 MOBILE MINI, INC.	1734 Expense!	(\$105.28)
3068709	8/29/2019 MOFFETT TURF EQUIPMENT, INC.	1734 Expense!	(\$3,815.00)
3068710	8/29/2019 MSB CONSULTING GROUP, LLC	1734 Expense!	(\$321.43)
3068711	8/29/2019 NARROW LINE STRIPING	1734 Expense!	(\$1,675.00)
3068712	8/29/2019 NEWSELA, INC.	1734 Expense!	(\$5,200.00)
3068713	8/29/2019 NORTHEAST TREE & STUMP REMOVAL	1734 Expense!	(\$300.00)
3068714	8/29/2019 NORTHWEST EVALUATION ASSOCIATION	1734 Expense!	(\$4,750.00)
3068715	8/29/2019 PEARSON EDUCATION INC.	1734 Expense!	(\$6,040.29)
3068716	8/29/2019 PENNICHUCK WATER WORKS, INC.	1734 Expense!	(\$2,021.19)
3068717	8/29/2019 PURCHASE POWER	1734 Expense!	(\$67.22)
3068718	8/29/2019 SAU#39	1734 Expense!	(\$200.00)
3068719	8/29/2019 SOULE, LESLIE, KIDDER	1734 Expense!	(\$1,379.50)
3068720	8/29/2019 Spara, Jennifer D.	1734 Expense!	(\$911.70)
3068721	8/29/2019 STATELINE IRRIGATION SUPPLY, INC	1734 Expense!	(\$31.70)
3068722	8/29/2019 SYNCB/AMAZON	1734 Expense!	(\$1,032.27)
3068723	8/29/2019 THE COUNTY STORE, INC.	1734 Expense!	(\$720.61)
3068724	8/29/2019 THE READING FOUNDATION	1734 Expense!	(\$756.00)
3068725	8/29/2019 THERIAULT, KIMBERLY	1734 Expense!	(\$381.65)

SCSD Treasurer's Report  
Unreconciled Check Register

3068726	8/29/2019 TOWN OF AMHERST, NH	1734 Expense!	(\$343.24)
3068727	8/29/2019 W.B. MASON CO., INC	1734 Expense!	(\$2,973.75)
3068728	8/29/2019 WADLEIGH, STARR & PETERS, P.L.L.	1734 Expense!	(\$135.00)
3068729	8/29/2019 Wyborney, Daniel H	1734 Expense!	(\$220.00)
Total Expense!			(\$243,393.83)
Total Expense Categories			(\$546,275.10)
Grand Total			(\$546,275.10)

Souhegan Cooperative School District  
Field Maintenance Checking

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

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



Souhegan Cooperative School District  
Capital Funds Checking

**Souhegan Cooperative School District  
Capital Funds Checking**

Date	Type	Check #	Description	Credit	Debit	Balance
FY17	6/30/2017		Closing Balance			\$10,723.41
FY18	6/30/2018		Closing Balance			\$8,040.63
FY19	7/31/2018		interest	\$3.53		\$8,044.16
FY19	7/31/2018		Closing Balance			\$8,044.16
FY19	8/31/2018		interest	\$3.42		\$8,047.58
FY19	8/31/2018		Closing Balance			\$8,047.58
FY19	9/28/2018		Interest	\$3.08		\$8,050.66
FY19	9/30/2018		Closing Balance			\$8,050.66
FY19	10/31/2018		Interest	\$3.64		\$8,054.30
FY19	10/31/2018		Closing Balance			\$8,054.30
FY19	11/5/2018		Deposit	\$8,896.72		\$16,951.02
FY19	11/30/2018		Interest	\$6.36		\$16,957.38
FY19	11/30/2018		Closing Balance			\$16,957.38
FY19	12/3/2018		Transfer out		(\$8,896.72)	\$8,060.66
FY19	12/3/2018		Move previous deposit to Field Acct			\$8,060.66
FY19	12/31/2018		Interest	\$3.67		\$8,064.33
FY19	12/31/2018		Closing Balance			\$8,064.33
FY19	1/31/2019		Interest	\$3.42		\$8,067.75
FY19	1/31/2019		Closing Balance			\$8,067.75
FY19	2/28/2019		Interest	\$3.10		\$8,070.85
FY19	2/28/2019		Closing Balance			\$8,070.85
FY19	3/31/2019		Interest	\$3.21		\$8,074.06
FY19	3/31/2019		Closing Balance			\$8,074.06
FY19	4/30/2019		Interest	\$3.54		\$8,077.60
FY19	4/30/2019		Closing Balance			\$8,077.60
FY19	5/31/2019		Interest	\$3.43		\$8,081.03
FY19	5/31/2019		Closing Balance			\$8,081.03
FY19	6/30/2019		Interest	\$3.10		\$8,084.13
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	<b>8/31/2019</b>		<b>Closing Balance</b>			<b>\$8,091.11</b>

DATE	TERMINAL ID	NET PRESENTED	REJECTS	NONSETTLED NET SALES	ADJUSTED NET SALES	FEEES	CHARGEBACKS/ ADJUSTMENTS	NET POSITION	MM-303
7/31/2019	SUMMARY	\$555.00	\$-00	\$-00	\$555.00	\$(40.99)	\$-00	\$514.01	In August
8/1/2019	SUMMARY	\$1,515.00	\$-00	\$-00	\$1,515.00	\$-00	\$-00	\$1,515.00	
8/2/2019	SUMMARY	\$1,045.00	\$-00	\$-00	\$1,045.00	\$-00	\$-00	\$1,045.00	
8/3/2019	SUMMARY	\$820.00	\$-00	\$-00	\$820.00	\$-00	\$-00	\$820.00	
8/4/2019	SUMMARY	\$640.00	\$-00	\$-00	\$640.00	\$-00	\$-00	\$640.00	
8/5/2019	SUMMARY	\$490.00	\$-00	\$-00	\$490.00	\$-00	\$-00	\$490.00	
8/6/2019	SUMMARY	\$580.00	\$-00	\$-00	\$580.00	\$-00	\$-00	\$580.00	
8/7/2019	SUMMARY	\$150.00	\$-00	\$-00	\$150.00	\$-00	\$-00	\$150.00	
8/8/2019	SUMMARY	\$565.00	\$-00	\$-00	\$565.00	\$-00	\$-00	\$565.00	
8/9/2019	SUMMARY	\$85.00	\$-00	\$-00	\$85.00	\$-00	\$-00	\$85.00	
8/11/2019	SUMMARY	\$280.00	\$-00	\$-00	\$280.00	\$-00	\$-00	\$280.00	
8/12/2019	SUMMARY	\$735.00	\$-00	\$-00	\$735.00	\$-00	\$-00	\$735.00	
8/13/2019	SUMMARY	\$800.00	\$-00	\$-00	\$800.00	\$-00	\$-00	\$800.00	
8/14/2019	SUMMARY	\$985.00	\$-00	\$-00	\$985.00	\$-00	\$-00	\$985.00	
8/16/2019	SUMMARY	\$80.00	\$-00	\$-00	\$80.00	\$-00	\$-00	\$80.00	
8/18/2019	SUMMARY	\$410.00	\$-00	\$-00	\$410.00	\$-00	\$-00	\$410.00	
8/19/2019	SUMMARY	\$325.00	\$-00	\$-00	\$325.00	\$-00	\$-00	\$325.00	
8/20/2019	SUMMARY	\$715.00	\$-00	\$-00	\$715.00	\$-00	\$-00	\$715.00	
8/21/2019	SUMMARY	\$380.00	\$-00	\$-00	\$380.00	\$-00	\$-00	\$380.00	
8/22/2019	SUMMARY	\$730.00	\$-00	\$-00	\$730.00	\$-00	\$-00	\$730.00	
8/23/2019	SUMMARY	\$1,460.00	\$-00	\$-00	\$1,460.00	\$-00	\$-00	\$1,460.00	
8/24/2019	SUMMARY	\$495.00	\$-00	\$-00	\$495.00	\$-00	\$-00	\$495.00	
8/25/2019	SUMMARY	\$1,060.00	\$-00	\$-00	\$1,060.00	\$-00	\$-00	\$1,060.00	
8/26/2019	SUMMARY	\$3,765.00	\$-00	\$-00	\$3,765.00	\$-00	\$-00	\$3,765.00	
8/27/2019	SUMMARY	\$1,650.00	\$-00	\$-00	\$1,650.00	\$-00	\$-00	\$1,650.00	
8/28/2019	SUMMARY	\$700.00	\$-00	\$-00	\$700.00	\$-00	\$-00	\$700.00	
8/29/2019	SUMMARY	\$710.00	\$-00	\$-00	\$710.00	\$-00	\$-00	\$710.00	
8/30/2019	SUMMARY	\$75.00	\$-00	\$-00	\$75.00	\$-00	\$-00	\$75.00	In September
8/31/2019	SUMMARY	\$-00	\$-00	\$-00	\$-00	\$(379.82)	\$-00	\$(379.82)	In September
		\$21,800.00	\$-00	\$-00	\$21,800.00	\$(420.81)	\$-00	\$21,379.19	
		\$21,725.00							

## Consent Agenda Item #5

### IICA Form 7 (current policy application)

#### Souhegan High School Extended Field Trip Application

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

Please complete the following:

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

Carousel Student Tours, Inc.  
Box 1404  
Pocasset, MA 02559

Coordinator: Sue Boswell  
Phone: (978) 433-8623

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

(Please see attached itinerary and payment schedule.)

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

The first \$250 is non-refundable. No payments are refunded after the final payment date unless the trip is cancelled by Carousel Tours.

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

- 1) See attached itinerary
- 2) As soon as homestay placements have been made, I will provide you with phone numbers.

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

Travel dates are Wednesday, April 22nd 2020 through Sunday May 3rd 2020. Two days of school, prior to April vacation, will be missed by students; however, students do attend school in Germany.

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.**

Jennifer Spara, Reading Specialist, Souhegan High School: Jennifer chaperoned the April 2018 exchange to Germany. In addition, she has organized and run local (Wintercession) and overnight trips (Disney) at Souhegan and/or her last place of employment.

Kim Vitchkoski, German Teacher, Nashua High School South: Kim has led students on this trip for 12 years during April or February vacation. Kim was also the Study Abroad Coordinator at UMass Lowell for 8 years.

Both Kim and Jennifer have led students on school-related field trips.

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.**

Educational objectives - to foster students' learning of World Studies (culture, and history, social studies) and the German language by providing them with a homestay experience. Where applicable, students who hosted a German student in the fall will stay with that student's family during the trip.

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

On 4/22/20 We will take the Logan Express bus from Nashua to Logan Airport. We will fly from Boston on April 22nd and arrive in Frankfurt on 4/23/20. A bus will then take us to Mannheim where our host families will pick us up. We will fly back from Salzburg to Boston on May 2, 2020, arriving in Boston on May 3rd. A hired bus will pick us up from Logan airport and bring us home to NH. We will be using hired buses, public transportation (trams and trains) and private (host family cars) transportation while in Germany and for our last day in Austria.

**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.**

Parents' and teachers' signatures are required on the trip application. I will ask parents to complete Form 2 as well.

**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.**

The trip cost includes Comprehensive Traveler's Health Insurance. Parents may purchase travel insurance individually at their own discretion.

In addition, all students will complete the health/immunization forms that SHS normally requires. Any additional health information will be provided by the school nurse.

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

N/A

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

We review this contract at all parent meetings and both parents and students sign this form prior to going on the trip.

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

N/A

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

N/A

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

Jennifer Spara, Reading Specialist, Souhegan High School: Jennifer chaperoned the April 2018 exchange to Germany. In addition, she has organized and run local (Wintercession) and overnight trips (Disney) at Souhegan and/or her last place of employment.

Kim has led students on this trip for 14 years during April or February vacation. Kim was also the Study Abroad Coordinator at UMass Lowell for 8 years.

Both Kim and Jennifer have led students on school-related field trips.

**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.**

A preliminary meeting will be scheduled in October when the German students are visiting Souhegan with 2 follow-up meetings after that— one in the late fall and one in January.

### **IICA Form 7**

#### **Addendum to the Extended Field Trip Policy**

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

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

2 days of school

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

I teach 5 reading classes each day, so I will miss a total of 10 classes, but I have coverage with a paraeducator and a learning specialist for those 2 days.

**19. 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?**

I teach 5 reading classes each day, so I will miss a total of 10 classes, but I have coverage with a paraeducator and a learning specialist for those 2 days.

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

A learning specialist trained in reading and a paraeducator who has taught reading for more than 15 years

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

My students will receive their regular individualized programming during this time.

**22. 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.**

N/A

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

This is a cultural exchange trip with no direct curriculum links to the reading classes I teach. Instead, it connects most to students' learning of World Studies in general. Through this trip, students will experience the culture, history, food, language, schooling, and beauty of another country through direct experience – going to school in another country, living and eating with those in another country, and learning about that country's history and our impact on that history.

#### **Fieldtrip Safety Questions**

**24. Please provide a documented safety record of the company you are traveling with.**

See website for Carousel Tours: <http://www.carousel-tours.com/contact.html>

For over 25 years, Carousel Student Tours has successfully run countless educational tours and homestays throughout the world. Domestically we specialize in student trips to Washington D.C.,

New York City and Boston. Internationally, we organize custom student tours and homestays in various cities throughout Europe as well as Canada, Costa Rica, and Puerto Rico.

We are proud of our commitment to customer satisfaction. This commitment, along with custom itineraries and Carousel Student Tours' honest, all-inclusive pricing is what sets our company apart from other student travel companies.

**25. Is your destination currently listed on the U.S. State Departments website as a travel warning? (<http://travel.state.gov/content/passports/english/alertswarnings.html>)**

No

**26. Would a reasonable person believe that any of your planned activities are potentially dangerous? If yes, please indicate which activities.**

No

**27. Does your travel company rely on local authorities to ensure safety during travel or do they have additional security staffing?**

See attached information

APPROVED: \_\_\_\_\_

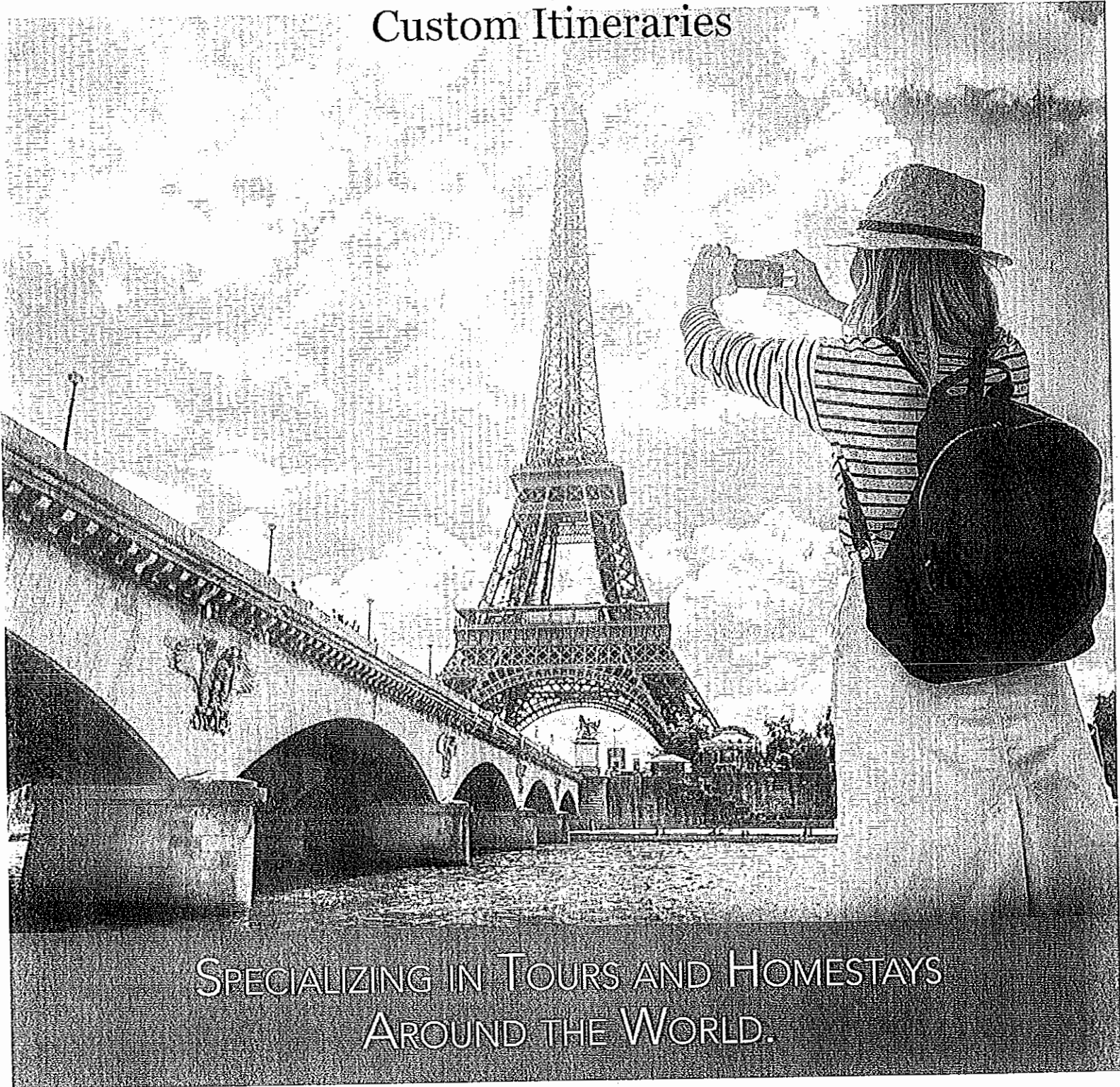
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# *Carousel Student Tours, Inc.*

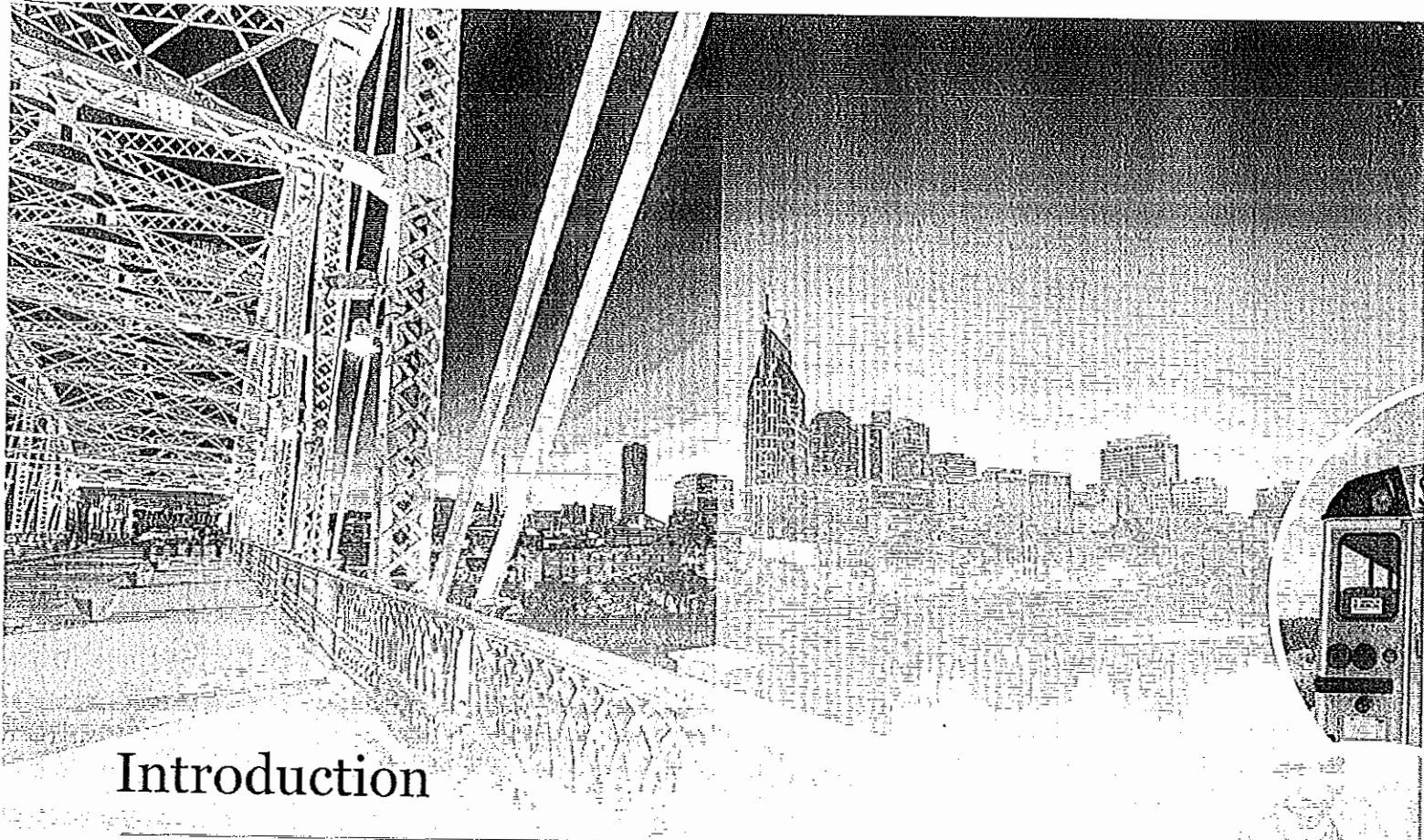
Educational Tours • Homestays

Custom Itineraries



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AROUND THE WORLD.

P.O. Box 1404 • Pocasset, MA 02559  
Ph: 508-563-9332 • Fax: 508-564-4878  
Email: [info@carousel-tours.com](mailto:info@carousel-tours.com)



## Introduction

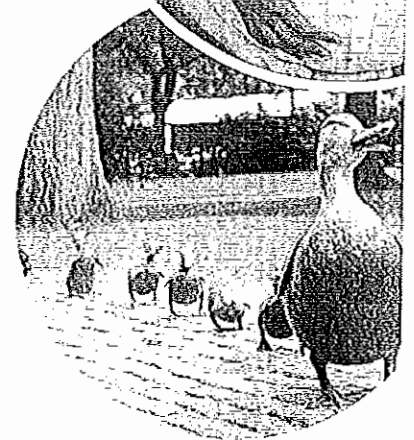
For over 30 years, Carousel Student Tours, Inc. has successfully run countless educational tours and homestay programs worldwide. Our commitment to providing premium educational tours ensures the quality of all our student trips. We offer numerous international programs and USA tours for students and teachers throughout the world.

Traveling with Carousel Student Tours is easy. From recruiting students and families to handling payments, bookings and transportation, we take care of all of the logistics so you can do what you do best - teach.

Let us help you plan your next tour or homestay. We specialize in customized tours and homestays world-wide.

"The people who work at Carousel Tours are genuinely interested in me and my students. I know my tour wasn't the only one they were planning, but it often seemed that way. Every question, every phone call, and every concern of the parents of my students were handled carefully and professionally. I would travel anywhere on earth with Carousel Tours."

- Teacher Robert S.







## *Carousel Student Tours, Inc.*

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April 23, 2019

Ms. Wing, Nashua South  
Ms. Joshi, Nashua North  
Ms. Sparra, Souhegan High School

Dear Nashua and Souhegan Teachers and Administrators,

This is a formal letter inviting your schools to participate in a German Culture and Language Exchange opportunity October 2019 (October 11-27, 2019) with travel in April 2020 over your school vacation (April 22-May 3, 2020) with Liselotte and Johannes Geissmar Gymnasiums in Mannheim Germany. See sample itinerary for host and travel below.

The visiting teachers will be responsible for supervising their students while they are traveling. During the program, students and teachers would stay with families in your school community. On the next page, you will find a preliminary schedule for the German Exchange Program. Also included is a proposal for your travel to Germany and Austria.

Carousel Student Tours will be responsible for making all the travel arrangements for the group. To minimize disruption to your teachers and lessons, we assign a representative to supervise and accompany group throughout their program. These exchanges are carefully planned and offer more than just a visit to another school. Although the students attend school with their hosts on two of these days, activities and excursions outside of the classroom maximize the value of the trip, and minimize disruptions within the host school. This is a true cultural and language immersion with great benefit to both hosts and visitors.

Thank you for your consideration to open your school for this program. We are confident the group will return to their school with an enriched perspective of life in the United States and that your students will benefit from a cultural exchange that will provide them with a life-long friend with someone abroad.

If you have any further questions or comments, please call or write anytime.

Sincerely,

Suzanne Boswell



## Sample Host Itinerary

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					Oct 11 Arrive in host community	Oct 12 With Host Family
Oct 13 With Host Family	Oct 14 Columbus Day	Oct 15 Day in School	Oct 16 Whale Watch	Oct 17 Boston	Oct 18 Team Building Day	Oct 19 With Host Family
Oct 20 With Host Family	Oct 21 Lost River Gorge	Oct 22 School	Oct 23 Boston	Oct 24 Portsmouth & Ogunquit	Oct 25 School	Oct 26 With Host Family
Oct 27 Depart for NYC						

*Please note: if they proposed day in school conflicts with your school's schedule, we can change that date to accommodate your school's request.*

## Sample Travel Itinerary

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			April 22 Fly to Germany	April 23 Arrive in host community	April 24 Heidelberg	April 25 With Host Family
April 26 With Host Family	April 27 Rhin River and St. Goar	April 28 Day in School	April 29 Spyer	April 30 Schwetzingen	May 1 Depart Hosts Arrive in Austria	May 2 Salzburg
May 3 Return to USA						



Name of School:	Souhegan, Nashua North, and Mascenic High Schools	Paying Students	Free Chaperones	Price Per Student
Destination:	Germany	20	2	\$2,515.00
Travel Dates:	April 22 - May 3, 2020	20	3	\$2,635.00
Travel Days:	12	15	2	\$2,740.00
Travel Nights:	11	10	2	\$3,190.00

**Price Includes:**

- Transportation:**
  - Round-trip flights between Germany and the USA
  - Round-trip airport transfers in the USA and Germany/Austria
  - All ground transportation in Germany and Austria
- Meals:**
  - All meals
- Accommodations:**
  - Homestay with families
  - Two nights in a Salzburg hotel
- Personnel:**
  - Tour guide for one day in Salzburg
  - Tour manager to accompany the group on excursions
  - 24-hour on-call support
- Insurance:**
  - Traveler's Health Insurance
- Admissions:**
  - All admissions as specified on final itinerary
- Other:**
  - All taxes, fees, and tips
  - Processing of all student applications and payments

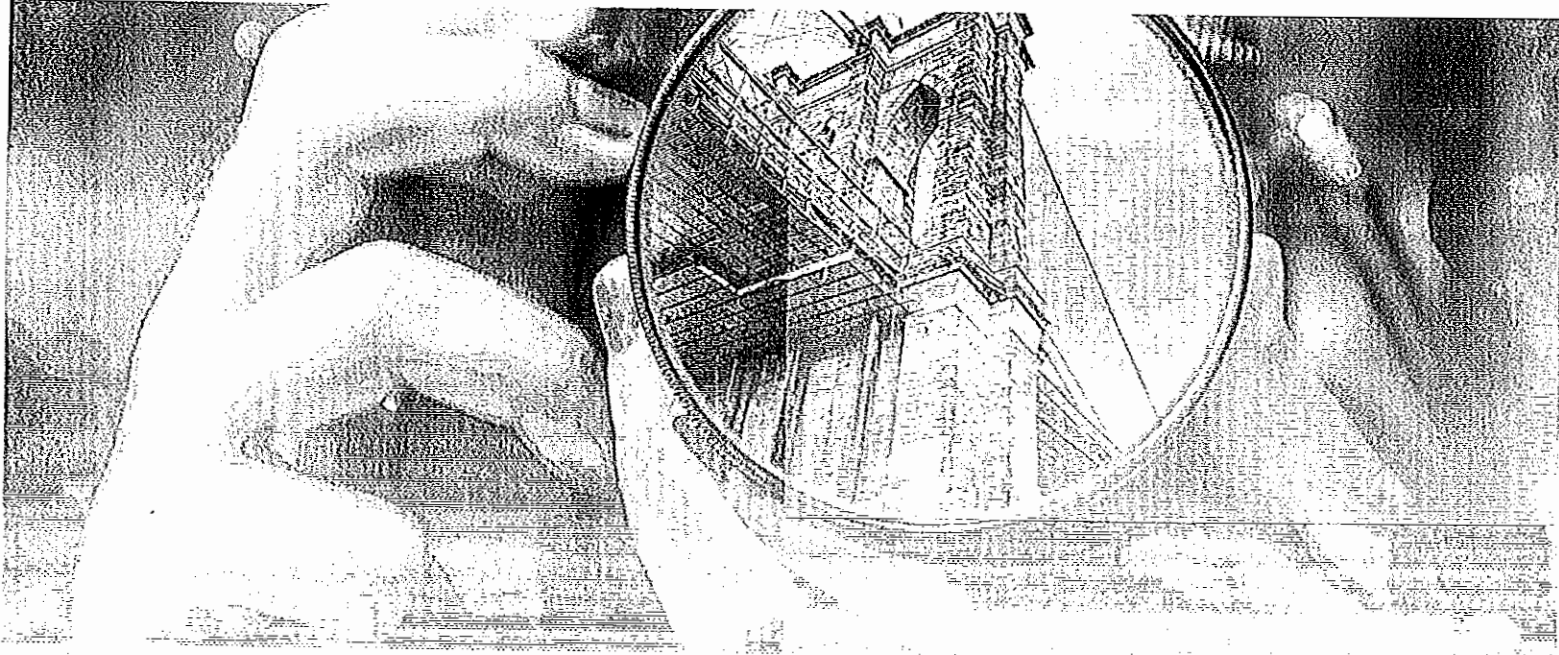
**Not Included:**

- Insurance:**
  - Trip Cancellation Insurance is recommended

**Payment Schedule:**

Due Date	9/15/2019	11/15/2019	1/15/2020	3/15/2020
Amount	\$250.00	\$1,000.00	\$1,000.00	Balance

Please note: The price of the trip will change if any of the parameters above are modified. Price does not include any fuel surcharges or excess baggage if applicable. If this price agreement meets your approval, we will send a contract with our terms and conditions. All venues are subject to availability. All payments are non-refundable – trip cancellation is recommended.



## References

---

Evelyn Ross  
Billerica Memorial High School  
35 River Street  
Billerica, MA 01821  
jetkmross@comcast.net  
978.436.9324

Ryan Tyree  
Williston Northampton School  
19 Payson Avenue  
Easthampton, MA 01027  
rptyree@gmail.com  
401.529.3000

Kim Vitchkoski  
Nashua High School South  
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Nashua, NH 03062  
kvitchkoski@sprise.com  
603.589.4311

Carolyn Forsberg  
Bourne Middle School  
77 Waterhouse Road  
Bourne, MA 02532  
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Alice Simonson  
Shore Regional High School  
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West Long Branch, NJ 07764  
asimonson@shoreregional.org  
732.890.2393

Leslie Anton  
Nashua High School North  
10 Chuck Druding Drive  
Nashua, NH 03063  
antonl@nashua.edu  
603.589.6400

Transaction # 01



ZURICH

# Certificate of Insurance Travel Agents and Tour Operators Professional Liability Insurance

UNDERWRITTEN BY  
Steadfast Insurance Company

This is to certify that the insurance policies specified below have been issued by Steadfast Insurance Company to the insured named herein and that, subject to their provisions, exclusions and conditions, such policies afford the coverages indicated insofar as such coverages apply to the occupation or business of the Named Insured as stated.

Named Insured: Carousel Student Tours Inc.

Address: 674 County Road  
Box 1404  
Pocasset, MA 02559

Location of Operations: Worldwide

Type of Work Covered: Travel Agency and Tour Operations

Policy Number : EOL5331551-14	
Policy Period: From: 12/31/2018 To: 12/31/2019	
12:01 A.M.; standard time at the address of the named insured as stated herein.	
Coverages:	Limits of Liability
A. Bodily Injury and Property Damage (except automobile)	Each Occurrence \$5,000,000
B. Bodily Injury and Property Damage Automobile (except owned automobile)	Each Occurrence \$5,000,000
C. Professional Liability	Each Negligent Act or Negligent Omission \$5,000,000
D. Personal Injury	Each Offense \$5,000,000
General Aggregate Limit	\$5,000,000
Fire Legal Liability (if applicable)	Any One Fire \$50,000

Effective Date: January 8, 2019

Steadfast Insurance Company

Countersignature:  
(if required by law)

*Alastair W. ...*  
Authorized Representative

Print Date: January 9, 2019