

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



Souhegan Cooperative School Board Meeting

Monday April 16, 2019 – 7:00 PM

Souhegan High School
412 Boston Post Road
Amherst, NH 03031

Agenda Item	Time	Desired Action	Backup Materials
Pledge of Allegiance	7:00 PM		
Call to Order	7:00 PM		
Public Input	7:05 PM		
Appointment of Deputy Clerk	7:10 PM	Board to Nominate Deputy Clerk	
Superintendent's Report	7:15 PM		
Community Council Report	7:25 PM		
Principal's Report	7:30PM		Principal's Report
Consent Agenda <i>Approval</i>	7:40 PM	1. Approve Draft Minutes from 3/25/19 Mtg	Draft Minutes 3/25/19
		2. Approve Treasurer's Report	February 2019 Treas. Rpt.
		3. Approve Budget Transfer 2019 001	Budget Transfer 2019 001
		4. Approve Budget Transfer 2019-002	Budget Transfer 2019-002
		5. Approve Unanticipated Revenue	Unanticipated Revenue
		6. Review Q3 Sub Report	Q3 Sub Report
		7. Review Q3 Facilities Report	Q3 Facilities Report
Deeper Learning	8:00 PM		Competency-Based Learning
	8:10 PM	1. <i>Christine Landwehrle, Assistant Superintendent to discuss with the board the benefits of competency- based learning</i> 2. <i>Director of Guidance, Karen Chininis will be giving a report on the SHS Guidance Department</i>	
School Culture & Climate	8:25 PM		
		<i>Discussion regarding Board-driven Proposals for Community Council</i>	

Souhegan Cooperative School Board Meeting, April 16, 2019 (Cont.)

Learner/Student Growth	N/A	
Learner Agency	8:35 PM	1. Superintendent Steel to discuss the Strategic Plan Update – Timeline, Milestones & Survey Data
		2. Superintendent Steel to discuss OKR's (Objectives & Key Results) for the 201196-2020 School Year (1 st Draft)
Operational Effectiveness	8:50 PM	Discussion regarding FY21 Budget – Initial Preparation
Non-Public Session	9:00 PM	91- A:3 II (c)

Future School Board Meeting Dates

Date	Day	Time	Meeting Type	Location
May 28, 2019	Tuesday	6:00 PM	Regular	Souhegan
June 11, 2019	Tuesday	6:00 PM	Regular	Souhegan



Souhegan High School
412 Boston Post Road Amherst, NH
Inspiring Students to Create Futures with No Limits



What's Happening?

Website: <https://www.sau39.org/shs>

[Newsletter:](#)

Highlights/Recognitions:

YOUTH ART MONTH NATIONAL SHOW

Artwork by students from Souhegan High School and Amherst Middle School were featured in the annual National Youth Art Month Exhibit at the Hynes Auditorium in Boston.

The exhibit is sponsored by the [National Art Education Association](#) and features artwork from each state.

HYPE/SPEL Educators' Session Fieldwork

Monday April 8th 20 or so educators from various schools arrived to observe, discuss ethics and leadership education and also learn from our students who are connected with Ethics Forum and the Ethics Seminar. There will also be a group of student leaders coming with those administrators and/or teachers. This is part of our emerging mentoring and coaching program development that students have developed through the Forum—two sessions were held at St. Anselm College earlier in the year. As we continue on towards next year, we have received multiple offers to help found Ethics Forum-type groups in other schools This is the beginning of the next phase of this work.

Here are the schools who are attending:

Sanford High School ME

Noble High School ME

Gilford High School NH

Merrimack High School NH

Nashua North High School NH

RSEC NH

Kearsarge High School NH

Epping High School NH

Manchester Central High School NH

Con-Val High School, NH

Proctor Academy

Windham High School

National Marine Educators Association

Julianne Mueller-Northcott was selected for the Outstanding Teacher Award. The award will be presented at the annual NMEA conference at the University of New Hampshire this July.

New Hampshire Society of Professional Engineers

Melissa Chapman has won this year's STEM Excellence in Teaching Award for the high school level. Congratulations to Melissa.

Youth Summit 2018

Dartmouth Hitchcock is hosted a 2 day summit focused on youth on April 5th and 6th.

On Day 1, high school students will come together from across the state to discuss issues that impact them every day, including managing mental health, school stress, social media, race and gender equality, bullying. Adam Theriault and Sheelu brought 9 students to the summit. The students attending will engage in discussions, facilitate small groups and report for the Claw and the Granite State News Collaborative.

On Saturday, parents, educators and community leaders will have the opportunity to hear what students talked about on Friday, and how we can come together to help them

Safety and Security Update:

In mid March, we conducted a physical security assessment at Souhegan. The New Hampshire Department of Safety: Homeland Security and Emergency Management representative, Scott Lambertson met with our leadership to review our current safety/security capabilities.

Prior to the visit, we completed the Department of Safety Physical Security Self Assessment.

We recently received the report. We will complete our internal review this week and share a summary of the findings at the Board meeting.

We requested this assessment as part of the overall safety and security improvement plan. This summary will serve as an update of that work.

For Your Information
State Policy and Ed Rules:

Last fall a change was made to shift approval for granting credits for alternative programs from local boards to state board.

TITLE XV EDUCATION

CHAPTER 193-E

ADEQUATE PUBLIC EDUCATION

Section 193-E:2-a V(b)

The state board of education shall adopt rules, pursuant to RSA 541-A, relative to the approval of alternative programs for granting credit leading to graduation.

Last December, the Department of Education [presented The Learn Everywhere program, Ed Rule 1400](#), to the State Board.

There has been much excitement about developing innovative learning opportunities beyond the classroom and much concern about the loss of local board control of approving credits.

There have been public hearings and stakeholder meetings to review this very important program and corresponding legislation.

A recent senate bill looks to repeal RSA 193-E:2-a, V(b) [SB 140](#), returning approval to local boards.

This information is shared because:

- it connects to our work on developing more extended and authentic learning opportunities.
- we are involved in the discussion to review and revise the existing rules
- the SHS Board may not be aware of the recent changes to approval

CONSENT AGENDA #1

1

1 Souhegan Cooperative School Board

2 Monday, March 25th 2019

3 Meeting Minutes- Not Approved

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant
6 Superintendent, Rob Scully- Principal SHS, and Kathy White- Dean of Faculty,

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

9 Board Minutes: Danae Marotta

10 SHS Student Videographer: Shannon Hargreaves

11 Public: Jennifer Stover- SHS Drama Club Director, Dwayne Purvis, Amherst NH and Joe
12 Bennett, SHS Community Council Liaison.

13 I. Organizational Meeting- Call to Order

14 **Superintendent, Mr. Adam Steel, called the Organizational Meeting to order at 6:03PM**

15 II. Board Organization

16 Mr. Steel noted that he will start the meeting, and then turn it over to the elected Chair. He then
17 asked for nominations.

18 **Mr. Pim Grondstra nominated Mr. Jim Manning for Chair of the SCSB, seconded by Ms.**
19 **Amy Facey.**

20 There were no other nominations.

21 **Mr. Steel called for a vote, all in favor, none opposed.**

22 **Mr. Jim Manning is elected Chair of the SCSB.**

23 Chairman Manning then called for nominations for Vice-Chair.

24 **Ms. Amy Facey nominated Mr. Pim Grondstra for SCSB Vice-Chair, seconded by Mr.**
25 **Steve Coughlan.**

26 **Mr. Manning called for a vote, all in favor, none opposed.**

27 **Mr. Pim Grondstra is elected Vice-Chair of the SCSB.**

28 Mr. Manning asked for nominations for SCSB Secretary.

29 **Mr. Steve Coughlan nominated Ms. Laura Taylor as SCSB Secretary, seconded by Ms.**
30 **Amy Facey.**

31 There were no other nominations.

32 **Mr. Manning called for a vote, all in favor, none opposed.**

33 **Ms. Laura Taylor is elected Secretary of the SCSB.**

34 Committee Assignments:

35 AFC Liaison: George Torres

36 Athletic Liaison Committee: Pim Grondstra and David Chen

37 Capital Improvement Plan Committee: Steve Coughlan

38 Community Council Rep: Amy Facey (with transition at a later date)

39 PPC Liaison: Amy Facey and Steve Coughlan

40 PTSA Liaison: Laura Taylor

41 NHSBA: Amy Facey

42 Policy Committee: Steve Coughlan and Amy Facey

43 District Reconfiguration Committee: David Chen and Laura Taylor

44 Manifest: Pim Grondstra and George Torres

45 Expendable Trust Committee: David Chen and Jim Manning

46 School Communications Committee: Steve Coughlan

47 Constitutional Interpretation Committee: Laura Taylor

48 III. Public Input

49 Jennifer Stover, Director of SHS Drama Club, wanted to discuss the end of their season and
50 noted that this year was exceptional. She added that general seating, rather than assigned seating,
51 worked out best for them and had sold out performances. They had many volunteers and what
52 was magical was the collaboration between students and adults.

53 She then thanked the Board for their support adding that she is looking forward to future success
54 and development of the program.

55 Ms. Facey added that she attended a performance and it was really well done. She also attended
56 the AMS Shrek performance and that was outstanding as well.

57 The Board thanked Ms. Stover.

58 Mr. Dwayne Purvis, Amherst, NH and past SCSB Member, thanked the new members of the
59 Board for their service. He then noted that he is here because of the discussions that are on
60 Facebook. In regards to budget cuts, the public needs to understand the master schedule. He then
61 cautioned the board to think about that first.

62 There has been some discussion over curriculum and grading. The public needs to hear the things
 63 that have gone wrong and there is still some confusion. He then added his appreciation for the
 64 Board.

65 The Board thanked Mr. Purvis.

66 IV. Superintendent's Report

67 Superintendent Steel added that he attended the performance and it was wonderful. He then
 68 thanked Ms. Stover.

69 Tuition Reimbursement through the PPC Policy

70 He then discussed that through the PPC agreement/ policies, they have a set amount for teacher
 71 tuition reimbursement. In the past they have never reached that amount, but now they are. It is
 72 not because teachers are taking a 3, 4th or 5th course, but just one, and they are being turned
 73 down due to lack of funds. He is asking if the Board would be amenable to adding \$10,000 to
 74 support their education.

75 Mr. Coughlan further explained that this is for teachers who take graduate level courses at
 76 universities. Teachers are doing more so to get dual certified and to become eligible to teach
 77 college level courses. Teachers are going back to get a Masters in their home subject. They have
 78 never hit the limit before and demand is up. He then noted that he would support the proposal
 79 because it is in support of the Administration and Board's Objectives to of providing more
 80 services to their students.

81 Mr. Steel asked the Board if they would be amenable to adding \$10,000 to the Tuition
 82 Reimbursement line for this year.

83 Ms. Taylor asked if that was per person.

84 Mr. Steel replied, no.

85 Mr. Grondstra asked if they have surplus to take out of.

86 Mr. Steel replied, yes.

87 Mr. Chen asked about the courses.

88 Mr. Coughlan replied, it has to be approved and they are allowed one course up to 4 credits at the
 89 UNH Durham rate. That is the cap.

90 Ms. Facey asked if these courses mapped to their individual goals.

91 Assistant Superintendent, Ms. Christine Landwehrle, replied yes. She added that there were 3,
 92 last week, that she had to deny because of no funding. She then discussed that all of them would
 93 be really valuable.

94 Ms. Facey asked what was maximum cost of a course.

95 Ms. Landwehrle replied just under \$4,000.

96 Mr. Chen asked what semester is this for.

97 Ms. Landwehrle replied that it would reset on July 1st, 2019, for another \$15,000. This is for end
98 of spring of early summer.

99 Mr. Torres asked how many times have they had to adjust this line item.

100 Mr. Steel replied this is the first.

101 Mr. Torres mentioned that it makes sense in regards to COLA.

102 Ms. Taylor asked if they were only going to amend it for this year or from now on.

103 Superintendent Steel replied, for the rest of the year, knowing that they have negotiations this
104 fall.

105 **Mr. Steve Coughlan motioned to create a \$10,000 incremental exception for this fiscal year**
106 **to Policy GCJB. Mr. Pim Grondstra seconded the motion. The vote was unanimous, motion**
107 **passed.**

108 FY 21 Budget Process

109 Superintendent Steel commented that they have now entered the next budget cycle. He then
110 discussed that the Board has been copied in an email from the Chair to himself to see what a 5%
111 decrease in the current fiscal year's budget would be. He then noted that would be a decrease of
112 approx. \$904,000.

113 He explained that he spent some time working on what that would look like in terms of
114 implementation in regards to Board consideration. A reduction in staff would also mean a
115 reduction in course offerings, which is not a simple answer. It is a much larger conversation and
116 will then ask the question "What will they not do that they currently do today".

117 A couple of things to consider are, Program of Studies, and then looking at the efficiencies. What
118 they spend on the workings of the school, but none is in comparison of looking at the efficiency
119 of the school and what they will not do today.

120 He then asked for direction by their next meeting because they need significant amount of time
121 to develop those changes.

122 Chairman Manning asked for Board thoughts.

123 Ms. Facey asked when was the last time that they took everything out of the Program of Studies
124 and then put back what they need. Perhaps there are things that they have out grown or do not
125 need.

126 Principal Scully replied that they have done a lot of cleaning over the past 6 years and they have
127 been pretty close to that plan. They have given more scrutiny to proposals.

128 Mr. Chen added that they know that enrollment is declining and asked if they have picked out the
129 classes and threshold on enrollment.

130 Principal Scully replied that they have been reducing sections and some have been outdated
131 sections.

132 Mr. Chen suggested that the AP classes stay in the Program of Studies. He added that these
133 courses are needed and suggested they be more broad. It gives those students an advantage to
134 take those classes and will save money at the same time.

135 Ms. Facey remarked that it is going to be more of the electives and division II classes. She added
136 that they need to look outside the box, and open up their minds.

137 Principal Scully replied that they would be happy to share the work that they have done to build
138 the new Program of Studies and what it should look like and ideas going forward. They are also
139 gaining efficiencies by helping teachers get dual certified, with the additional tuition
140 reimbursement.

141 Mr. Steel asked if the Board is thinking that the conversations are less at that Board level and
142 more of him bringing recommendations for their consideration.

143 Mr. Manning added that is optimal and they want assurances so that they get the information that
144 they need. He then asked for Board direction in regards to the total budget.

145 Mr. Torres commented on the total budget, keeping that in mind.

146 Mr. Chen noted that he would like to make this motion about AP studies and would like to see
147 serious work. There are a lot of alternatives.

148 **Mr. Chen motioned that the Souhegan Cooperative School Board direct the**
149 **Superintendent, Mr. Adam Steel, to prepare a plan for Advanced Placement (AP) courses**
150 **for the school years 2019-20, 2020-21, and beyond. The plan will include all AP courses in**
151 **the 2019- 2020 Program of Studies; and the plan is to commence for the 2019-2020 school**
152 **year. Ms. Facey seconded.**

153 Mr. Steel clarified that date starts 6 months from now and they will have no time to study this as
154 students are selecting classes as they speak. He cautioned the Board as it might not be a
155 possibility for this fall.

156 Mr. Chen remarked that he would like to have a date certain.

157 Mr. Manning suggested that they have the plan commence in the following FY 21 September.

158 Mr. Chen replied that he is hesitant because they might be able to collaborate with
159 Hollis/Brookline. It may not be the best solution but will get them started.

160 Mr. Manning added the more complicated thing is to do something this fall.

161 Mr. Steel remarked that, rest assured, he will again be thoroughly reviewing the Master Schedule
162 for next fall with his notes in regards to Board guidance.

163 Principal Scully noted that Superintendent Steel and Assistant Superintendent Landwehrle have
164 met with the administration of Hollis/Brookline. He just wanted to add that.

165 Mr. Manning then read Mr. Chen’s motion with the amended language. **The Souhegan**
 166 **Cooperative School Board direct the Superintendent, Mr. Adam Steel, to prepare a plan**
 167 **for Advanced Placement (AP) courses for the school years 2019-20, 2020-21, and beyond.**
 168 **The plan will include all AP courses in the 2019- 2020 Program of Studies, with a feasibility**
 169 **assessment for as early as this fall 2019. Ms. Facey seconded.**

170 Ms. Taylor applauded the use of dual enrollment, noting that it is an asset of the school. She
 171 noted that she has had great experiences with her children.

172 Mr. Manning suggested that they keep dual enrollment separate from AP courses.

173 Ms. Landwehrle replied that they definitely are related and it depends on what the Board is
 174 looking for as an outcome. The dual enrollment is offered here.

175 Mr. Chen added that dual enrollment is a great idea as well.

176 Principal Scully remarked that they will be hearing about dual enrollment, extended learning
 177 when they look more at the redesign of the Program of Studies.

178 **Mr. Manning then reread the motion from Mr. Chen with the amended language. The**
 179 **Souhegan Cooperative School Board direct the Superintendent, Mr. Adam Steel, to**
 180 **prepare a plan for Advanced Placement (AP) courses for the school years 2019-20, 2020-21,**
 181 **and beyond. The plan will include all AP courses in the 2019- 2020 Program of Studies,**
 182 **with a feasibility assessment for as early as this fall 2019. Ms. Facey seconded. The vote was**
 183 **unanimous, motion passed.**

184 Mr. Steel then asked the Board what they feel about the 5% decrease in the budget.

185 Mr. Chen replied that he would like to see the forecasted enrollment and they should look at it in
 186 those terms. He is vastly in favor of keeping the AP classes going.

187 Mr. Steel replied that Mr. Steve Frades level enrollment for the next 6 years, 740, 752, 735, 737,
 188 737, and 749.

189 Mr. Manning asked about the methodology.

190 Mr. Steel explained that Mr. Frades has developed and feels that it will work.

191 Ms. Facey added that she would agree with Mr. Chen. She does not want to diminish the
 192 educational value of the school. A specific number would be impossible to know.

193 Mr. Coughlan echoed Ms. Facey

194 Ms. Taylor remarked that the quality of education is important and a 5% is achievable.

195 Mr. Torres added he would like to be as efficient as possible as opposed to a hard and fast
 196 number. He then cautioned with using a certain percentage.

197 Mr. Chen asked Superintendent Steel to hear the tradeoffs, the Board would like to make a
 198 choice. He then asked about including MV in the calculations regarding enrollment.

199 Mr. Steel remarked that there are many in MV that believe that there is a lot of new construction.

200 He then asked for clarification from a Board perspective, in regards to becoming more efficient.

201 The Board replied, yes.

202 He then asked if the Board would like to remain as close as possible to what they are offering
203 now.

204 Ms. Facey replied, that she is not sure.

205 Mr. Manning replied that he has heard from several parents, that it is nice to offer certain courses
206 but in light of the budget, can change.

207 Mr. Steel replied that he and Principal Scully will have to address the staff and he wants to be
208 clear. There may be changes to things that have been done a long time

209 Ms. Facey remarked that they know they have, by law, to offer the remedial courses and
210 suggested at looking at creative ways of making those advanced courses accessible to students
211 other than Juniors and Seniors.

212 Strategic Planning

213 Superintendent Steel remarked that they will be meeting this Wednesday March 27th at AMS
214 Cafeteria 6:30-8:30.

215 He then encouraged the public to attend.

216 The Board thanked Superintendent Steel.

217 V. Principal's Report

218 Principal Scully highlighted the recent HYPE event, Scholastic Art Award Competition, and the
219 Mamma Mia production.

220 A primary objective of Council this year has been a review and revision of the CC By-Laws. To
221 date, there have been several changes: Article IV-Membership, Article V-Removals, Vacancies,
222 and Attendance and Article VI-Executive Council.

223 Next Steps Include:

- 224 • Article VIII
- 225 • Article X
- 226 • Article XI
- 227 • Article XIV
- 228 • Article XVI
- 229 • Article XVII

230 He added that he added that he would like to have an initial convening of the committee next
231 week.

232 Ms. Facey noted that they did elect a student representative for the Interpretation Committee.

233 Mr. Manning asked about Teacher Leader Effectiveness and asked for a better understanding on
234 the data going forward.

235 Principal Scully replied, yes, and added that he can certainly provide more context.

236 The Board thanked Principal Scully.

237 VI. Consent Agenda

238 Mr. Steve Coughlan pulled the Minutes for February 19th 2019.

239 He then noted the change in Line 69 from:

240 *“Mr. Grondstra volunteered to be a signer for the March Manifest.”*

241 Changed to:

242 *“Mr. Grondstra and Mr. Coughlan volunteered to be signers for the March Manifest.”*

243 With the additional change to Line 70 from:

244 *“The Board thanked Mr. Grondstra”.*

245 Changed to:

246 *“Mr. Manning thanked Mr. Grondstra and Mr. Coughlan.”*

247 **Mr. David Chen motioned to approve the Consent Agenda items 1. Minutes of February**
248 **19, 2019, as amended, 2. Unanticipated Revenue #1 \$23,000 and 3. Unanticipated Revenue**
249 **#2. \$2,000. Mr. Steve Coughlan seconded. 4 in favor, motion passed. Mr. Torres and Ms.**
250 **Taylor abstained.**

251 VII. Deeper Learning

252 Assistant Superintendent Landwehrle remarked that she wanted to do a quick review on
253 Assessment, Grading and Reporting work and there was a request of what Empower learning
254 looks like.

255 She reviewed that Grade 9 and 10 team teachers have Developed mastery-based team
256 Handbooks using mastery-based grading practices, using Empower for all scoring and providing
257 students with Empower reports and Students are still getting traditional report cards.

258 The Off-Team and Grade 11 and 12 Teachers are working on articulating standards,
259 competencies and scoring rubrics.

260 She then explained what the teachers will be working on for next year as well as the training and
261 support.

262 Mr. Manning asked for questions from the Board.

263 Ms. Taylor mentioned that she has heard that districts in Vermont and Maine have started
264 implementation and then backed out.

265 Ms. Landwehrle explained what she read. With NH it is a required and it is up to each district
266 regarding what their implementation plan looks like.

267 Principal Scully added that it was also political, and legislation has changed.

268 Ms. Facey asked how have they been able to leverage AMS teachers to help Souhegan teachers.

269 Ms. Landwehrle replied that they have a Slack Channel, which is very helpful, and can ask
270 questions and communicate.

271 Mr. Chen asked what is it about Competency Based Education vs. traditional learning.

272 Ms. Landwehrle explained that you are scoring through the learning process and giving more
273 feedback to students. It lets students move at their own pace and much more fluidly.

274 Mr. Manning commented that when you have a child that learns quickly and with CBE the
275 student is not restricted and it unlocks doors. On the other hand, if you need more time to grasp a
276 concept you are allowed that time.

277 Ms. Landwehrle added that it removes the time constraint.

278 Mr. Chen asked how is this managed in a classroom.

279 Mr. Manning mentioned that in every single agenda they will carve out time to explain to the
280 community.

281 Ms. Landwehrle then showed the Board a screen shot of Empower. She further explained that
282 you are seeing it by Standard. You can also go into one of these standards you can see deeper
283 results. She added that she cannot show the Board a live view as it is real student data.

284 Mr. Manning asked the Board for questions.

285 The Board had no further questions and thanked Ms. Landwehrle.

286 Update on Math

287 Ms. Landwehrle added as many of you know, they have hired math consultants to do an in-depth
288 look of their math assessment data. They are still working very closely with them, and revising
289 the last piece. They have done all the data analysis regarding the NWEA results, following
290 students and cohorts, and teacher and student survey. They will be getting a report in a month or
291 two from now.

292 Mr. Chen asked about NWEA and NCAP and correlating the two.

293 Ms. Landwehrle explained that they are looking at the NWEA and remember, the NWEA
294 correlates to SAT.

295 Mr. Chen asked about predictive value of taking the PSAT to the SAT.

296 Ms. Landwehrle replied that it is very helpful for students as soon as they get their PSAT results
297 they can log into Khan Academy for extra support.

298 The Board thanked Ms. Landwehrle.

299 VIII. School Culture and Climate

300 Community Council Update

301 Mr. Joe Bennett, Community Council Liaison, discussed that they have been continuing with
 302 their examination of alternatives for plastic straws and elected Mr. Tony Labranche as their
 303 Constitutional Interpretation Committee Representative. They are also looking at ways for
 304 reevaluating community service and different ways they might want to implement that and
 305 Service Day for freshman and sophomores. Lastly, they continue their work with Grading and
 306 Reporting, By-laws, following up on past proposals and fund raising for CC.

307 Ms. Facey added that the Grading Committee will have their working session this week and are
 308 putting together a proposal for weighted grades at the high school.

309 The Board thanked Mr. Bennett.

310 IX. Non-Public Session

311 **Ms. Amy Facey motioned to enter into Non-Public Session 91 A:3 (a), (b) and (c) at**
 312 **8:08PM. Mr. David Chen seconded the motion. The vote was unanimous, motion passed.**

313 **Mr. Manning called a roll call: Manning-Yes, Facey-Yes, Coughlan-Yes, Torres- Yes,**
 314 **Taylor- Yes and Chen- Yes.**

315 **Motion to leave Non-Public session by Mr. Chen and 2nd by Mr. Coughlan. Motion Passed**
 316 **6-0 at 8:30PM.**

317 X. Public Session reconvened at 8:30PM.

318

319 XI. Meeting Adjourned at 8:30PM

Souhegan Cooperative School District Treasurer Report

February-2019

Souhegan Cooperative School District		
Monthly Report of the Treasurer		
as of 2/28/2019		
Cash on hand	2/1/2019	\$2,390,600.44
Deposits		\$1,345,031.08
AP-PR		(\$1,416,032.05)
Balance on hand	2/28/2019	\$2,319,599.47

Capital Checking		
as of 2/28/2019		
Cash on hand	2/1/2019	\$8,067.75
Deposits		\$3.10
AP-PR		
Balance on hand	2/28/2019	\$8,070.85

Field Maintenance Checking		
as of 2/28/2019		
Cash on hand	2/1/2019	\$30,311.44
Deposits		\$0.00
AP-PR		\$0.00
Balance on hand	2/28/2019	\$30,311.44

Filename: 2019-02-SCSD Treasurer Report.xlsx
 Month: 2/1/2019

CONSENT AGENDA ITEM #2

Souhegan Cooperative School District
 Monthly Reconciliation Report
 Combined Accounts

	Peoples United *1925 Cash Management	Peoples United *9527 Municipal Checking	Peoples United *5661 Municipal Savings	TOTAL
February-19				
2/28/2019	\$158,601.49	\$68,000.00	\$2,581,726.18	\$2,808,327.67
Outstanding Checks: (subtract)				
a) Accounts Payable		\$(139,760.25)		
b) Payroll		\$(348,967.95)		
c) Payroll Direct Deposit & IRS				
Total Outstanding		\$(488,728.20)		\$(488,728.20)
Reconciled Book Balance				\$2,319,599.47
Balance from Treasurer's Journal				\$2,319,599.47
				-

CONSENT AGENDA ITEM #2

Souhegan Cooperative School District
Treasurer's Cash Journal

Date	Deposits Description	Amount	Deposit Total	Date	Expenditures Description	Amount	Balance
2/1/2019	Beginning Balance						\$2,390,600.44
2/1/2019	Town of Amherst	\$1,055,823.00	\$1,055,823.00	2/5/2019	Payroll Direct Deposit pp16 v6120	(\$227,297.67)	\$3,219,125.77
2/6/2019	State of NH DOE USDA Meal Programs	\$1,821.87	\$1,821.87	2/5/2019	Payroll Direct Deposit pp16 V6121	(\$39,624.08)	\$3,181,323.56
2/13/2019	State of NH DOE USDA Meal Programs	\$699.13	\$699.13	2/19/2019	Payroll Direct Deposit pp17 v6126	(\$40,478.63)	\$3,141,544.06
2/14/2019	State of NH Project Reimbursement	\$41,388.22	\$41,388.22	2/19/2019	Payroll Direct Deposit pp17 v6125	(\$238,403.24)	\$2,944,529.04
2/22/2019	State of NH Project Reimbursement	\$17,665.08	\$17,665.08	2/7/2019	Payroll IRS pp16 v6123	(\$37,432.44)	\$2,924,761.68
2/6/2019	Deposit: ASD Tuition	\$492.88	\$492.88	2/21/2019	Payroll IRS pp17 v6128	(\$43,112.88)	\$2,882,141.68
2/11/2019	Deposit: Mont Vernon, SAU39, misc	\$200,890.76	\$200,890.76	2/8/2019	Payroll 457 pp16 v6122	(\$4,340.77)	\$3,078,691.67
2/20/2019	Deposit: NH Medicaid, ASD Tuition	\$1,192.81	\$1,192.81	2/22/2019	Payroll 457 pp17 v6127	(\$4,474.03)	\$3,075,410.45
				2/25/2019	Payroll Mass DOR v6130	(\$695.08)	\$3,074,715.37
				2/7/2019	Payroll pp16 v17 ck3067468-3067479	(\$4,901.37)	\$3,069,814.00
				2/21/2019	Payroll pp17 v18 ck3067542-3067572	(\$16,415.05)	\$3,053,398.95
				2/7/2019	Payroll pp16 v6124 ck3067480-3067481	(\$1,100.00)	\$3,052,298.95
				2/21/2019	Payroll pp17 v6129 ck3067573-3067574	(\$1,124.75)	\$3,051,174.20
				2/22/2019	Payroll v6131 ck3067633-3067635	(\$340,170.89)	\$2,711,003.31
				2/22/2019	Payroll v6132 ck3067636-3067636	(\$4,010.15)	\$2,706,993.16
							\$2,706,993.16
							\$2,706,993.16
							\$2,706,993.16
				2/7/2019	A/P v1718 ck3067482-3067541	(\$302,744.05)	\$2,404,249.11
				2/21/2019	A/P v1719 ck3067575-3067632	(\$109,376.67)	\$2,294,872.44
							\$2,294,872.44
							\$2,294,872.44
2/28/2019	Credit Card transactions	\$13,733.00	\$13,733.00				\$2,308,605.44
2/28/2019	Food Service	\$9,025.80	\$9,025.80				\$2,317,631.24
				2/4/2019	Authorize.net credit card fees for January	(\$22.70)	\$2,317,608.54
2/28/2019	Interest - Cash Management	\$146.67	\$146.67	2/4/2019	Vantiv Credit Card fees for January	(\$240.65)	\$2,317,514.56
2/28/2019	Interest - Municipal Savings	\$2,151.86	\$2,151.86	2/11/2019	Merchant Services fees for January	(\$66.95)	\$2,319,599.47
							\$2,319,599.47
2/28/2019	Ending Balances	\$1,345,031.08	\$1,345,031.08			(\$1,416,032.05)	\$2,319,599.47
					Payroll Debits	(\$635,858.82)	
					Payroll Checks	(\$367,722.21)	
					AP Checks	(\$412,120.72)	
					Other Debits	(\$330.30)	

SCSD Treasurer's Report
Unreconciled Check Register

CONSENT AGENDA ITEM #2

Uncleared Transactions
SCSD Checking 9527

Num	Date	Payee	C Memo	Category	Amount
Expense Categories					
Payroll Ded					
3067633	2/22/2019	HAMPSHIRE HILLS	6131	Payroll Ded	(\$1,335.79)
3067634	2/22/2019	HEALTHTRUST, INC.	6131	Payroll Ded	(\$190,018.14)
3067635	2/22/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6131	Payroll Ded	(\$148,816.96)
3067636	2/22/2019	MONY LIFE INSURANCE COMPANY OF A	6132	Payroll Ded	(\$4,010.15)
Total Payroll Ded					(\$344,181.04)
Payroll					
3066961	11/1/2018	Carbery, Isabel	9	Payroll	(\$16.75)
3067398	1/24/2019	Sullivan, Claire M	16	Payroll	(\$51.90)
3067477	2/7/2019	Sullivan, Claire M	17	Payroll	(\$40.17)
3067542	2/21/2019	Benenati, Catherine M	18	Payroll	(\$458.67)
3067543	2/21/2019	Biedrzycki, Jocelyn R	18	Payroll	(\$888.05)
3067544	2/21/2019	Hargreaves, Shannon R	18	Payroll	(\$27.70)
3067548	2/21/2019	Knapp, Thomas D.	18	Payroll	(\$69.26)
3067550	2/21/2019	Lamy, Amy E.	18	Payroll	(\$34.63)
3067551	2/21/2019	Larson, Elisabeth M	18	Payroll	(\$69.26)
3067552	2/21/2019	Maresco, Peter F.	18	Payroll	(\$34.63)
3067553	2/21/2019	Marotta, Danae A.	18	Payroll	(\$115.44)
3067554	2/21/2019	Paul, Margaret B.	18	Payroll	(\$73.88)
3067558	2/21/2019	Thibodeau, Daniel	18	Payroll	(\$926.21)
3067559	2/21/2019	Withers, Julia E.	18	Payroll	(\$323.43)
3067562	2/21/2019	Garrity, Jonathan A.	18	Payroll	(\$426.37)
3067565	2/21/2019	Robidoux, Jason D.	18	Payroll	(\$426.37)
3067566	2/21/2019	Chistolini, Jacqueline O	18	Payroll	(\$46.86)
3067568	2/21/2019	Morton, Grace M	18	Payroll	(\$46.86)
3067570	2/21/2019	Sullivan, Claire M	18	Payroll	(\$40.17)
3067571	2/21/2019	Tom, Vincent J.	18	Payroll	(\$670.30)
Total Payroll					(\$4,786.91)
Expense!					
3066205	6/14/2018	SCHMIDT, KRYSTAL	1697	Expense!	(\$34.05)
3066246	6/26/2018	GORDON, JOAN	1698	Expense!	(\$40.00)
3066562	8/30/2018	STRAIGHT #A# ACADEMY	1704	Expense!	(\$140.00)
3066670	9/27/2018	BERNA, THERESA	1706	Expense!	(\$24.59)
3067211	12/13/2018	JP PEST SERVICES, INC	1713	Expense!	(\$200.00)
3067374	1/10/2019	SOUHEGAN HIGH SCHOOL - SHS ACTIV	1715	Expense!	(\$14,897.89)
3067406	1/24/2019	BALL, WILLIAM D.	1717	Expense!	(\$130.00)
3067408	1/24/2019	BEN MEADOWS	1717	Expense!	(\$667.26)
3067430	1/24/2019	LIGHTHOUSE SCHOOL, INC.	1717	Expense!	(\$9,322.74)
3067440	1/24/2019	NUTTALL, KAREN	1717	Expense!	(\$600.00)
3067482	2/7/2019	AABLE RESTAURANT EQUIPMENT SERVI	1718	Expense!	(\$140.00)
3067484	2/7/2019	AMHERST POLICE DEPT	1718	Expense!	(\$252.00)
3067504	2/7/2019	CROTCHED MOUNTAIN SKI & RIDE	1718	Expense!	(\$2,530.00)
3067518	2/7/2019	LUTTIK-ENGERT, KAREN	1718	Expense!	(\$80.00)
3067523	2/7/2019	NATALIE LAU-CHIEN	1718	Expense!	(\$310.05)
3067527	2/7/2019	NHSAA	1718	Expense!	(\$690.00)
3067530	2/7/2019	ROSSETTI, STEPHEN	1718	Expense!	(\$325.00)
3067575	2/21/2019	AAA PUMP SERVICE INC.	1719	Expense!	(\$2,713.25)
3067576	2/21/2019	ARTECHSKI	1719	Expense!	(\$866.80)
3067577	2/21/2019	ATIA	1719	Expense!	(\$585.00)
3067578	2/21/2019	AUTISM BRIDGES	1719	Expense!	(\$560.00)
3067579	2/21/2019	BELLAVANCE BEVERAGE COMPANY, INC	1719	Expense!	(\$573.65)

SCSD Treasurer's Report
 Unreconciled Check Register

Account Number	Description	Category	Amount
3067580	2/21/2019 BOATHOUSE SPORTS	1719 Expense!	(\$2,790.00)
3067581	2/21/2019 BOOTHBY THERAPY SERVICES. LLC	1719 Expense!	(\$264.60)
3067582	2/21/2019 BREAKOUT EDU	1719 Expense!	(\$800.00)
3067583	2/21/2019 BUDGET DOCUMENT TECHNOLOGY	1719 Expense!	(\$230.85)
3067584	2/21/2019 BUTLER'S BUS SERVICE, INC.	1719 Expense!	(\$2,515.39)
3067585	2/21/2019 CARING HANDS TRANSPORTATION LLC	1719 Expense!	(\$17,512.00)
3067586	2/21/2019 CENTRAL PAPER PRODUCTS CO.	1719 Expense!	(\$337.95)
3067587	2/21/2019 COCA COLA NORTHERN NEW ENGLAND	1719 Expense!	(\$884.00)
3067588	2/21/2019 CONSOLIDATED COMMUNICATIONS, INC	1719 Expense!	(\$36.43)
3067589	2/21/2019 CROTCHED MOUNTAIN REHABILITATION	1719 Expense!	(\$25,122.59)
3067590	2/21/2019 DIRECT ENERGY BUSINESS MARKETING	1719 Expense!	(\$8,248.44)
3067591	2/21/2019 ELECTRICAL SUPPLY OF MILFORD	1719 Expense!	(\$303.29)
3067592	2/21/2019 EVERSOURCE	1719 Expense!	(\$12,938.33)
3067593	2/21/2019 F.W.WEBB COMPANY	1719 Expense!	(\$328.65)
3067594	2/21/2019 FANTINI BAKING COMPANY	1719 Expense!	(\$52.60)
3067595	2/21/2019 FLYTHE, JANE	1719 Expense!	(\$705.00)
3067596	2/21/2019 GARVEY, PAULA	1719 Expense!	(\$231.63)
3067597	2/21/2019 GRANT, SCOTT A. JR	1719 Expense!	(\$80.00)
3067598	2/21/2019 GRAY CONSULTING AND THERAPY, LLC	1719 Expense!	(\$230.30)
3067599	2/21/2019 HM RECEIVABLES CO., LLC	1719 Expense!	(\$612.24)
3067600	2/21/2019 HP HOOD LLC	1719 Expense!	(\$191.77)
3067601	2/21/2019 HUARD, JENNIFER	1719 Expense!	(\$1,719.00)
3067602	2/21/2019 JP PEST SERVICES, INC	1719 Expense!	(\$112.40)
3067603	2/21/2019 KELVIN	1719 Expense!	(\$117.39)
3067604	2/21/2019 LEN, CHRISTINA	1719 Expense!	(\$1,570.04)
3067605	2/21/2019 LIGHTHOUSE SCHOOL, INC.	1719 Expense!	(\$6,659.10)
3067606	2/21/2019 LOWE'S	1719 Expense!	(\$568.81)
3067607	2/21/2019 LUTTIK-ENGERT, KAREN	1719 Expense!	(\$80.00)
3067608	2/21/2019 Miller, Brian P.	1719 Expense!	(\$21.25)
3067609	2/21/2019 MSB CONSULTING GROUP, LLC	1719 Expense!	(\$802.42)
3067610	2/21/2019 MUSIC & ARTS CENTERS	1719 Expense!	(\$169.51)
3067611	2/21/2019 NATIVE MAINE PRODUCE AND SPECIAL	1719 Expense!	(\$449.78)
3067612	2/21/2019 NEW BOSTON TRUCK & EQUIPMENT, LL	1719 Expense!	(\$252.58)
3067613	2/21/2019 NHIAA	1719 Expense!	(\$75.00)
3067614	2/21/2019 ONE SOURCE SECURITY AND AUTOMATI	1719 Expense!	(\$2,568.00)
3067615	2/21/2019 PERFORMANCE FOOD GROUP	1719 Expense!	(\$3,816.34)
3067616	2/21/2019 PFLUGER, CARLEEN	1719 Expense!	(\$65.00)
3067617	2/21/2019 PSAT/NMSQT	1719 Expense!	(\$2,606.00)
3067618	2/21/2019 RICOH USA, INC.	1719 Expense!	(\$80.82)
3067619	2/21/2019 RYAN, RUSSELL	1719 Expense!	(\$80.00)
3067620	2/21/2019 SAMATARO, JEFFREY	1719 Expense!	(\$80.00)
3067621	2/21/2019 SCIARAPPA, ALBERT R., PSY. D.	1719 Expense!	(\$1,667.50)
3067622	2/21/2019 SECURITAS ELECTRONIC SECURITY IN	1719 Expense!	(\$1,706.25)
3067623	2/21/2019 SERESC	1719 Expense!	(\$164.30)
3067624	2/21/2019 SHAW, SHARI	1719 Expense!	(\$80.00)
3067625	2/21/2019 STATE OF NH- CRIMINAL RECORDS	1719 Expense!	(\$144.75)
3067626	2/21/2019 STATELINE IRRIGATION SUPPLY, INC	1719 Expense!	(\$134.93)
3067627	2/21/2019 SYNCB/AMAZON	1719 Expense!	(\$1,038.25)
3067628	2/21/2019 TEACHERS DISCOVERY	1719 Expense!	(\$413.87)
3067629	2/21/2019 THE COUNTY STORE, INC.	1719 Expense!	(\$45.73)
3067630	2/21/2019 THERIAULT, ADAM J.	1719 Expense!	(\$315.00)
3067631	2/21/2019 UNION LEADER CORPORATION	1719 Expense!	(\$186.60)
3067632	2/21/2019 W.B. MASON CO., INC	1719 Expense!	(\$1,871.29)
Total Expense!			(\$139,760.25)
Total Expense Categories			(\$488,728.20)
Grand Total			(\$488,728.20)

CONSENT AGENDA ITEM #2

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
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

**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		Amherst field usage	\$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		Move previous deposit to Field Acct		(\$8,896.72)	\$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

CONSENT AGENDA ITEM #3

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

REQUEST FOR BUDGET TRANSFER NO.:

2019 001

DATE: 3/26/2019

TRANSFER FROM:

TRANSFER TO:

Account Number	Description	Current Approp.	Transfer Amount	Projected Yr. End Exp.	Account Number	Description	Current Approp.	Transfer Amount	Projected Yr. End Exp.
10.1100.112.30.000000	TEACHER SALARIES	\$4,581,010.00	-\$10,000.00	\$4,528,702.00	10.2210.244.30.000000	GRADUATE COURSE REIMBURSEMENT	\$15,000.00	\$10,000.00	\$25,000.00

TOTAL TRANSFERRED FROM:

-\$10,000.00

TOTAL TRANSFERRED TO:

\$10,000.00

JUSTIFICATION: Increase in Graduate Course Reimbursement line as approved at the 3/25/19 Board meeting.

Director of Finance 3/26/2019
REQUESTOR: DIRECTOR/DATE

APPROVED BY SOUHEGAN COOPERATIVE SCHOOL BOARD ON : _____
DATE

Adam Steel, Superintendent

CONSENT AGENDA ITEM #4

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

REQUEST FOR BUDGET TRANSFER NO.:

2019 002

DATE:

4/2/2019

TRANSFER FROM:

TRANSFER TO:

Account Number	Description	Current Approp.	Transfer Amount	Projected Yr. End Exp.	Account Number	Description	Current Approp.	Transfer Amount	Projected Yr. End Exp.
10.1490.240.30.000000	SAFETY & SECURITY PROF. DEVELOPMENT	\$1,500.00	-\$1,500.00	\$0.00	10.2660.240.30.000000	Targeted Prof. Dev- School Security	\$0.00	\$1,500.00	\$1,500.00
10.1490.610.30.000000	SAFETY & SECURITY SUPPLIES	\$3,500.00	-\$3,500.00	\$0.00	10.2660.610.30.000000	SECURITY SUPPLIES	\$0.00	\$3,500.00	\$3,500.00
10.1490.731.30.000000	SAFETY & SECURTY NEW EQUIPEMENT	\$25,000.00	-\$25,000.00	\$0.00	10.2660.731.30.000000	SECURITY NEW EQUIPMENT	\$0.00	\$25,000.00	\$25,000.00

TOTAL TRANSFERRED FROM:

(\$30,000.00)

TOTAL TRANSFERRED TO:

\$30,000.00

JUSTIFICATION:

Reclassify Safety and Security budget to more appropriate function code.
1490- Other Instructional Programs
2660- Security Services

Director of Finance

4/2/2019

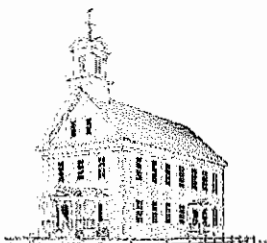
REQUESTOR: DIRECTOR/DATE

APPROVED BY SOUHEGAN COOPERATIVE SCHOOL BOARD ON :

DATE

Adam Steel, Superintendent

MEMO



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

Date: 04/16/2019
To: Adam Steel, Superintendent of Schools
From: Sarah Jardim-Lee, Accountant
Re: Unanticipated Revenue

Unanticipated revenue in the amount of \$3,000 has been received by the Souhegan Cooperative School District this month.

Requested Board Actions

1. Motion: To accept unanticipated revenue in the amount of \$3,000.00 from The Do Good Charitable Trust to be used for the First Robotics scholarship. These funds shall be accepted into the Student Activity Fund.

SOUHEGAN HIGH SCHOOL
Student Activity Fund
Credit Voucher

6414

Date: 3/27/19

Club/Activity: Robotics

Contact Person: Athletics

Amount deposited to account: 3000-

Fund Source: Check

Notes: The Do Good Charitable Trust
donation for scholarship

3-7-19

*Hi Rhonda,
Enclosed is our check for the SHS Robotic
Scholarship for 2019.*

Jane & Marty Beck

THE DO GOOD CHARITABLE TRUST
MARTIN H. BECK
JANE AYERS BECK
23 STANDISH WAY
AMHERST, NH 03031-2812

Morgan Stanley 1002
25-80/446

Pay to the Order of Souhegan High School Activity Fund Date 3/17/19 \$ 3,000.00 Dollars

three thousand + 00/100

Expense Analyzer

For Deposit FIRST Robotics for Scholarship
1:0440008041:8902049620043118 1007

SWB Bank, N.A.
Kansas City, MO 64106
1-800-888-3442

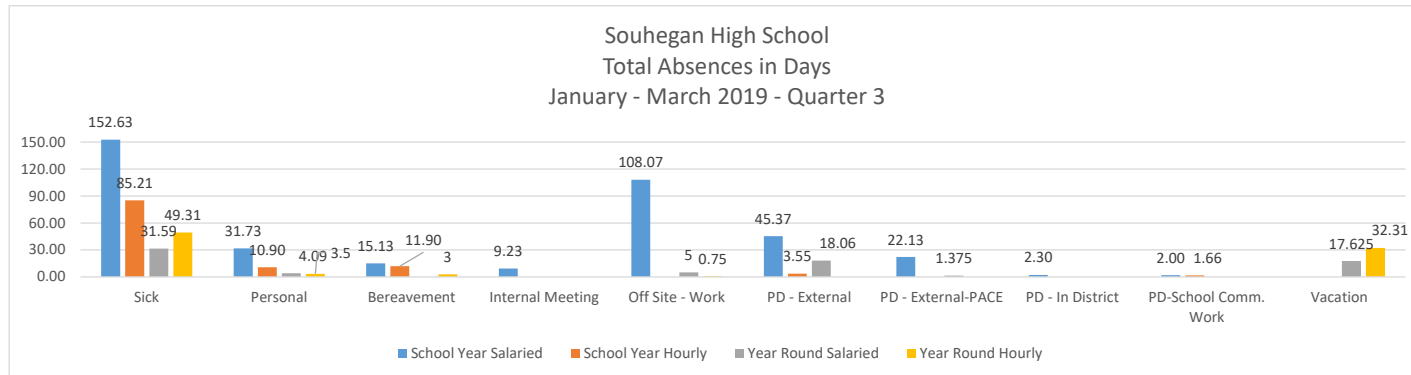
Payable to Depositor's Order
Details on back

*Please add
to school board
agenda
thx*

CONSENT AGENDA ITEM #6

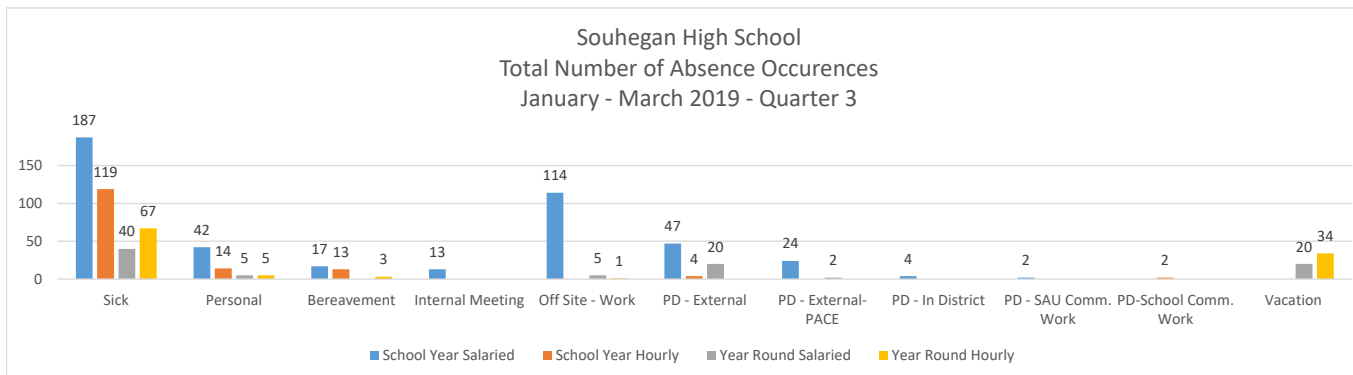
Number of Days in Quarter

Employee Type	Sick	Personal	Bereavement	Internal Meeting	Off Site - Work	PD - External	PD - External-PACE	PD - In District	PD-School Comm. Work	Vacation
School Year Salaried	152.63	31.73	15.13	9.23	108.07	45.37	22.13	2.30		2.00
School Year Hourly	85.21	10.90	11.90	0	0	3.55	0.00	0.00		1.66
Year Round Salaried	31.59	4.09	0	0	5	18.06	1.375	0		17.625
Year Round Hourly	49.31	3.5	3	0	0.75	0	0	0		32.31



Number of Employee Occurances Per Quarter

Employee Type	Sick	Personal	Bereavement	Internal Meeting	Off Site - Work	PD - External	PD - External-PACE	PD - In District	PD - SAU Comm. Work	PD-School Comm. Work	PD-School Comm. Vacation
School Year Salaried	187	42	17	13	114	47	24	4		2	0
School Year Hourly	119	14	13	0	0	4	0	0		0	2
Year Round Salaried	40	5	0	0	5	20	2	0		0	0
Year Round Hourly	67	5	3	0	1	0	0	0		0	34



CONSENT AGENDA ITEM #7

Date: April 8, 2019
To: Souhegan School Board
From: John Robichaud
Director of Facilities
Re: SCSD Quarterly Facilities Update 1/1/2019 - 3/31/2019

Quarter 3

- Baseball Dugout roof blew off, was replaced with new
- Multiple repairs to heating system components
- Quarterly indoor air quality testing(results attached)
- Still working to get all staff onboard submitting work orders
- Repairs to classroom phones not working
- Repairs to PA system failures
- One custodian has left employment at SHS, Working short staffed and with subs while recruiting.
- Schooldude Maintenance solutions software is up and running, we are still working to get all staff to submit work requests through the system. See attached Q3 report
- With most repairs done by in house staff we are fixing many things we did not even know were broken, our response time and quality of work has greatly improved at a cost substantially less than using outside vendors.

quarterly schooldude ASD Q3 2019

Selected Date Range for Request Dates: 1/1/2019 - 3/31/2019 Order By Craft, Status, Location

WOID	Status	Area Description	Deferred By	Until	Request Date	Target Comp Date	Days	Labor	Total
Assigned To		Area Number	Reason		Created Date/Time	Actual Comp Date	Aged	Hours	Costs
Location		Building	Description			Action Taken			
Requester Name									

Craft: Craft Not Assigned

504	Closed Work	Annex			1/15/2019		13	0.01	\$0.00
George, Sean		A211			1/15/2019 8:44:14 AM	1/28/2019			
Souhegan High School Annex			Light out. Changed bulbs but light still not working			Wired incorrectly, fuse burnt out and old ballast. Rewired, replaced fuse and replaced ballasts and one bulb			
Michael Ouellette									

522	Closed Work	Annex			1/15/2019		58	0.01	\$0.00
George, Sean		A 201			1/15/2019 9:14:58 AM	3/14/2019			
Souhegan High School Annex			speaker makes loud noises			Tightened loose connection			
Michael Ouellette									

524	Closed Work	Administration			1/15/2019		51	0.01	\$0.00
George, Sean		room A101			1/15/2019 9:19:01 AM	3/7/2019			
Souhegan High School Annex			loud speaker not working			Turned up volume			
Michael Ouellette									

525	Closed Work	Classroom			1/15/2019		58	0.01	\$0.00
George, Sean		ROOM A 108			1/15/2019 9:21:47 AM	3/14/2019			
Souhegan High School Annex			speaker works intermittently			Adjusted volumes no all speakers			
Michael Ouellette									

536	Closed Work	Annex			1/15/2019		2	4.03	\$0.00
Lippert, Thomas		A222			1/15/2019 2:28:56 PM	1/17/2019			
Souhegan High School Annex			water leak from unit in ceiling			Replaced union and 90			
Michael Ouellette									

588	Closed Work	Grounds			1/17/2019		5	0	\$0.00
Bellamy, Dave					1/17/2019 4:51:06 PM	1/22/2019			
Souhegan High School Annex			Make and put sand barrel near annex dumpster						
John Robichaud									

610	Closed Work	Classroom			1/22/2019		14	3.03	\$0.00
Lippert, Thomas		A103			1/22/2019 1:04:17 PM	2/5/2019			
Souhegan High School Annex			unit ventilator is running, but sounds like fan is banging on something. Disrupting class			Pulling fan blade			
Michael Ouellette									

quarterly schooldude ASD Q3 2019

Selected Date Range for Request Dates: 1/1/2019 - 3/31/2019 Order By Craft, Status, Location

WOID	Status	Area Description	Deferred By	Until	Request Date	Target Comp Date	Days	Labor	Total
Assigned To		Area Number	Reason		Created Date/Time	Actual Comp Date	Aged	Hours	Costs
Location		Building	Description			Action Taken			
Requester Name									

Craft: Craft Not Assigned

626	Closed Work	Restroom			1/24/2019		1	1.5	\$0.00
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Lippert, Thomas		boys second floor			1/24/2019 12:18:37	1/25/2019			
Souhegan High School Annex			First sink as walking in rest room. Faucet mounting threaded rod with nut is missing, can't tighten faucet.			Tightened existing nut			
Michael Ouellette									

627	Closed Work	Restroom (Boys)			1/24/2019		71	0.02	\$0.00
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Lippert, Thomas		First floor			1/24/2019 12:28:56	4/5/2019			
Souhegan High School Annex			Last sink as walking into rest room. sensor not working on faucet			Part on order 2 week lead time			
Michael Ouellette									

629	Closed Work	Bathroom			1/24/2019		8		\$0.00
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Ouellette, Michael		Boys, second			1/24/2019 12:40:04	2/1/2019			
Souhegan High School Annex			All faucets loose and water not working			Tightened all faucets and replaced all batteries. Working now			
Michael Ouellette									

653	Closed Work	Classroom			1/25/2019		14	0.01	\$0.00
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George, Sean		A 114			1/25/2019 9:38:38 AM	2/8/2019			
Souhegan High School Annex			light switch`s not working properly. There are two main switch`s to control lighten in classroom. One switch is not working.			Rewire switches, 2 lights and the power pack and replace 10			
Michael Ouellette									

661	Closed Work	Classroom			1/26/2019	1/26/2019	6		\$0.00
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Ouellette, Michael		A 222			1/26/2019 12:29:55	2/1/2019			
Souhegan High School Annex			stained ceiling tiles from unit in ceiling leaking water			replaced ceiling tiles			
Michael Ouellette									

832	Closed Work	Stairway			2/7/2019		4	0.01	\$0.00
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George, Sean		Top of stairs,			2/7/2019 10:15:06 AM	2/11/2019			
Souhegan High School Annex			Light out. Changed bulbs. Still not working.			Replaced ballasts and fuses for two fixtures by stairs			
Michael Ouellette									

quarterly schooldude ASD Q3 2019

Selected Date Range for Request Dates:1/1/2019 - 3/31/2019 Order By Craft, Status, Location

WOID	Status	Area Description	Deferred By	Until	Request Date	Target Comp Date	Days	Labor	Total
Assigned To		Area Number	Reason		Created Date/Time	Actual Comp Date	Aged	Hours	Costs
Location		Building	Description			Action Taken			
Requester Name									

Craft: Craft Not Assigned

858	Closed Work	Classroom			2/11/2019		54	0.01	\$0.00
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Lippert, Thomas		A 201			2/11/2019 10:14:38	4/6/2019			
Souhegan High School Annex			Unit ventilator is not shutting down when room reaches temperature. The classroom gets very hot. Windows are open and ventilator has been shut down						
Michael Ouellette									

972	Closed Work				3/11/2019		0		\$0.00
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Boyer, Steve		Rm A115/A116			3/11/2019 9:39:24 AM	3/11/2019			
Souhegan High School Annex			Closet where wall divider is stored, the door is falling off. Also the wall petition will not stay in place when wall is closed.						
Michael Ouellette									

1045	Closed Work	Restroom (Boys)			3/25/2019		11		\$0.00
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Ouellette, Michael		First floor			3/25/2019 1:10:39 PM	4/5/2019			
Souhegan High School Annex			Paper Towel/Soap Dispensers broken from wall.			Installed new dispensers.			
Michael Ouellette									

1058	Closed Work	Restroom (Girls)			3/27/2019		9		\$0.00
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Ouellette, Michael		First floor, annex			3/27/2019 9:55:05 AM	4/5/2019			
Souhegan High School Annex			Water not shutting off, Toilet			Replaced Flushometer.			
Michael Ouellette									

1066	Closed Work	Restroom (Boys)			3/28/2019	3/28/2019	8		\$0.00
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Ouellette, Michael		Annex second			3/28/2019 11:46:51	4/5/2019			
Souhegan High School Annex			Toilet leaking			Replaced Vacuum Breaker			
Michael Ouellette									

Count: 18 Work Orders			Avg. Age of WO's 22			Total for <Blank>	8.65000017		\$0.00
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Craft: Carpentry

421	Closed Work				1/8/2019		2		\$0.00
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Ouellette, Michael		main restroom			1/8/2019 1:04:34 PM	1/10/2019			
Souhegan High School Annex			Ceiling tiles out			Replaced ceiling tiles			
Michael Ouellette									

Count: 1 Work Orders			Avg. Age of WO's 2			Total for Carpentry	0		\$0.00
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quarterly schooldude ASD Q3 2019

Selected Date Range for Request Dates: 1/1/2019 - 3/31/2019 Order By Craft, Status, Location

WOID	Status	Area Description	Deferred By	Until	Request Date	Target Comp Date	Days Aged	Labor Hours	Total Costs
Assigned To		Area Number	Reason		Created Date/Time	Actual Comp Date			
Location		Building	Description			Action Taken			
Requester Name									

Craft:		Doors and Hardware							
1037	Work In Progress	Classroom			3/22/2019		17		\$0.00
Boyer, Steve		224			3/22/2019 2:36:25 PM				
Souhegan High School Annex			Door does not close automatically leaving a security issue. Door needs a pump installed.						
christina len									

Count: 1 Work Orders	Avg. Age of WO's	17	Total for Doors and Hardware	0	\$0.00
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Craft:		Heating/Ventilation /Air Conditioning							
333	Closed Work				1/3/2019		8	0.01	\$0.00
Lippert, Thomas		A201			1/3/2019 9:50:11 AM	1/11/2019			
Souhegan High School Annex			Unit Ventilator is blowing cold air into classroom.			Shut unit off. Students and Teacher wearing coats in classroom			
Michael Ouellette									

382	Closed Work	Board/Conferenc			1/7/2019		1	1.25	\$0.00
Lippert, Thomas		A222			1/7/2019 9:10:51 AM	1/8/2019			
Souhegan High School Annex			No Heat Annex 222 RTU5			Working occupied setpoint?			
John Robichaud									

383	Closed Work	Board/Conferenc			1/7/2019		0	20.02	\$0.00
Lippert, Thomas		202/ RTU7			1/7/2019 9:11:33 AM	1/7/2019			
Souhegan High School Annex			Freeze stat tripped						
John Robichaud									

976	Closed Work	Classroom			3/11/2019		23		\$0.00
Robichaud, John		A211			3/11/2019 1:08:57 PM	4/3/2019			
Souhegan High School Annex			Can you please adjust the temperature setting for this room to be much lower? It is consistently too warm and students are having legitimate struggles staying focused due to the uncomfortable heat.						
Lee Gast									

Count: 4 Work Orders	Avg. Age of WO's	8	Total for Heating/Ventilation /Air	21.2800004	\$0.00
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Count: 24 Work Orders	Avg. Age of WO's	18	Grand Total	29.93000063	\$0.00
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**Report For
Indoor Air Quality Testing
At The
Souhegan High School
412 Boston Post Road
Amherst, NH**

Study Date:
April 4, 2019

Project# 219 193.00

STUDY CONDUCTED BY:

UNIVERSAL ENVIRONMENTAL CONSULTANTS
12 Brewster Road
Framingham, Massachusetts



April 5, 2019

Mr. John Robichaud
Director of Facilities
SAU-39
1 School Street, P.O. Box 849
Amherst, NH 03057

Reference: Indoor Air Quality Testing
Souhegan High School, Amherst, NH

Dear Mr. Robichaud:

Thank you for the opportunity for Universal Environmental Consultants (UEC) to provide professional services.

Enclosed please find the report for Indoor Air Quality Testing at the Souhegan High School conducted on Wednesday, April 3, 2019.

Please do not hesitate to call should you have any questions.

Very truly yours,

Universal Environmental Consultants

Ammar M. Dieb
President

UEC:\219 193.00\IAQreport-HS.DOC

Enclosure

CONSENT AGENDA ITEM #7

1.0 Scope:

UEC was contracted to perform an Indoor Air Quality Testing at the Souhegan High School, Amherst, NH. Testing was performed at select areas within the school.

Testing was performed on Wednesday, April 3, 2019.

2.0 Methodology:

Air testing was conducted for the following. The sample length at each test location was 2 minutes.

- Total Volatile Organic Compounds (**TVOCs**).
- Carbon Dioxide (**CO₂**), Carbon monoxide (**CO**), Temperature (**°F**) and Relative Humidity (**RH %**).

Testing for **TVOCs** referenced to isobutylene was performed using a Rae Systems ppbRae3000 Photo-Ionization Detector (PID) model PGM7340 equipped with a 10.6 eV lamp (S/N 594-903008). This is a state of the art instrument capable of detecting total **TVOCs** in the parts per billion (ppb) range. The instrument is a direct reading monitor and provided sampling readings at 1 second intervals over the duration of each test. The instrument was calibrated prior to testing and is serviced annually by the manufacturer or an independent vendor.

TVOCs are a broad class of chemicals with diverse applications which are frequently emitted by new carpets, furniture, pressboards, varnishes, adhesives and high gloss finishes. Other common products which may emit **TVOCs** include paints, paint strippers, other solvents, wood preservatives, aerosol sprays, cleansers, disinfectants, moth repellents, air fresheners, stored chemicals and fuels, automotive products, hobby supplies, and dry-cleaned clothing. Elevated levels of **TVOCs** are a common IAQ problem, especially in newly constructed buildings.

Carbon Dioxide (**CO₂**), Carbon monoxide (**CO**), Temperature (**°F**) and Relative Humidity (**RH %**) were measured using a TSI Corporation Q-Trak 7575 (S/N 7575X1337003) with a 982 probe (S/N P13350004). The instrument is a direct reading monitor that utilizes infrared technology to measure **CO₂** and an electro-chemical cell to measure **CO** and provided sampling readings at 1 second intervals over the duration of each test. The instrument was calibrated prior to testing and is serviced annually by the manufacturer or an independent vendor.

CO₂ is a useful measure of ventilation effectiveness in spaces occupied by people (i.e. verification that sufficient fresh air is being introduced into the occupied space being tested). Indoor **CO** levels were measured comparatively with outside levels to verify whether sources such as boiler and vehicle exhausts were causing elevated indoor **CO** levels. **CO₂** and **CO** were measured in parts per million (ppm). Temperature and relative humidity readings were taken to verify indoor levels were within ASHRAE¹ comfort ranges.

Samples results are attached.

¹ ASHRAE = American Society of Heating, Refrigeration and Air-conditioning Engineers.

CONSENT AGENDA ITEM #7

3.0 Results:

The ppbRAE 3000 monitor was used to measure **TVOCs** in $\mu\text{g}/\text{m}^3$.

TEMPERATURE, RELATIVE HUMIDITY, CARBON MONOXIDE, CARBON DIOXIDE & TOTAL VOLATILE ORGANIC COMPOUNDS by PID

Location	W	D	#	Temperature (°F)	Humidity %RH	CO (ppm)	CO ₂ (ppm)	TVOCs ($\mu\text{g}/\text{m}^3$)
Outside	-	-	-	58.8	24.8	0.0	468	0
Reception	-	O	1	69.8	27.8	0.0	760	22
Main Office	C	O	3	71.9	24.2	0.0	561	6
Room A115	O	C	18	72.4	36.0	0.0	1,329	105
Room A103	C	O	15	73.2	30.6	0.0	815	23
Room A220	O	C	0	74.4	25.1	0.0	643	22
Room A211	O	O	20	73.1	23.7	0.0	699	16
Room 241	-	C	2	72.9	25.0	0.0	790	6
Library	-	C	9	71.5	21.7	0.0	565	2
Room 204	O	C	7	73.6	26.2	0.0	705	20
Room 222	O	O	18	74.2	24.7	0.0	795	27
Room 226	O	O	0	74.6	23.2	0.0	671	29
Cafeteria	C	O	7	72.0	23.1	0.0	626	27
Gymnasium	-	C	0	72.2	18.4	0.0	737	43
Theatre	-	C	0	71.6	23.4	0.0	499	2
Room 167 Music	C	O	40	71.9	32.5	0.0	1,393	64
Room 102	C	C	12	73.0	31.5	0.0	1,485	98
Room 106	C	C	0	73.8	31.9	0.0	1,197	105
Room 121 Store	-	O	7	72.7	21.5	0.0	590	18
Room 131	O	C	40	73.3	24.4	0.0	783	75

Legend:

W: Windows; D; Doors; # Number of Occupants (e.g. 25 Occupants = 25); O = Open; C = Closed;

mg/m^3 - milligrams per cubic meter; $\mu\text{g}/\text{m}^3$ - micrograms per cubic meter;

ppm - parts per million;

ppb - parts per billion;

CO OSHA PEL is 30 ppm and ACGIH TLV is 25 ppm;

CO₂ - OSHA PEL is 5000 ppm, Mass DOH Guideline is 800 ppm;

TVOC – Seifert “Target Guideline Value” of 0.3 mg/m^3

CONSENT AGENDA ITEM #7

4.0 Observations and Interpretation of Results:

Temperature and Relative Humidity (T & RH):

The outside temperature and relative humidity were approximately 58.8°F and 24.8%. It is recommended that indoor air temperatures be maintained in a range of 70 - 78 °F and 35 to 55 % for indoor air relative humidity in order to provide for the comfort of building occupants.

The interior temperature and relative humidity were 69.8 – 74.6 °F and 21.5 – 36.0 % during the test period. Interior temperature tests were mostly within the recommended comfort temperature range of 70 - 78 °F. Interior relative humidity tests were below the recommended comfort relative humidity range of 35 to 55 %.

TVOCs:

TVOC tests on this day were lower than the Seifert “Target Guideline Value” of 300-µg/m³ (0.3 mg/m³). The Seifert Target Guideline Value (reference #3 and #8 below) is a widely recognized **TVOCs** guideline for pollutant levels based on Seifert's personal judgment, rather than on toxicological data, for long term exposure. Seifert proposed that 1 week after completion of construction or renovation **TVOC** concentration of 50 times higher be acceptable (i.e. 15 mg/m³) and after 6 weeks, 10 times higher be acceptable (i.e. 3 mg/m³). **TVOCs** test levels were between 0.002 and 0.105 mg/m³, lower than the Seifert target guideline of 0.3 mg/m³ and much lower than the 1-week and 6-week post-construction/renovation acceptable limits of 15 mg/m³ and 3 mg/m³.

Neither OSHA (Occupational Safety and Health Administration) nor ACGIH (American Conference of Governmental Industrial Hygienists) promulgates exposure standards for **TVOCs** that relate to protection of the general population as opposed to industrial occupational standards. Both have limits on individual VOCs but they relate to industrial occupational standard.

The testing conducted was of short duration and did not assess representative full-day occupancy levels. Measurements were made using a real-time, portable **TVOC** monitor referenced to isobutylene and not by sample collection for individual VOC analysis by gas chromatography technique and evaluation based on Seifert's chemical classes.

Møhlhave of Denmark reported at INDOOR AIR '90 (reference #8 below) on low levels of indoor air VOCs and human health. Bearg summarized Møhlhave's findings as follows.

Table 4.5 Tentative Dose-Response Relationship for Discomfort Resulting from Exposure to Solvent-Like VOCs

Total concentration (mg/m ³)	Irritation and discomfort	Exposure
< 0.20	No irritation or discomfort	The comfort range
0.20 - 3.0	Irritation and discomfort possible if other exposures interact	The multifactorial exposure range
3.0 – 25	Exposure effect and probable headache possible if other exposures interact	The discomfort range
> 25	Additional neurotoxic effects other than headache may occur	The toxic range

TVOCs test levels were between 0.002 and 0.105 mg/m³ (The comfort range).

Bearg points out that the overlap between Seifert's and Møhlhave's recommendations could be interpreted as a consensus on recommendations for guideline values.

CONSENT AGENDA ITEM #7

Carbon Monoxide:

No **CO** levels were detected during testing.

Carbon Dioxide:

CO₂ levels were mostly lower than acceptable range. **CO₂** levels at Room A115, Room 167 Music and Room 102 were higher. For comparative purposes, fresh outdoor air has approximately 400 ppm of **CO₂**. All areas were well below the OSHA/NIOSH limit of 5000 ppm and mostly lower than the State of New Hampshire recommended guideline of 1,000 ppm for publicly occupied office buildings. We use this value as a reference for schools. Exposure to high levels of **CO₂** for prolonged periods could cause building occupants to become lethargic and generally uncomfortable. **CO₂** levels will rise over the course of the day especially in those areas which have a high occupancy. **CO₂** at these levels are a comfort as opposed to a health issue.

CONSENT AGENDA ITEM #7

5.0 Limitations and Conditions:

This report has been completed based on visual and physical observations made and information available at the time of the site visits. This report is intended to be used as a summary of available information on existing conditions with conclusions based on a reasonable and knowledgeable review of evidence found in accordance with normally accepted industry standards, state and federal protocols, and within the scope and budget established by the client. Any additional data obtained by further review must be reviewed by UEC and the conclusions presented herein may be modified accordingly.

This report and attachments, prepared for the exclusive use of Owner for use in an environmental evaluation of the subject site, are an integral part of the inspections and opinions should not be formulated without reading the report in its entirety. No part of this report may be altered, used, copied or relied upon without prior written permission from UEC, except that this report may be conveyed in its entirety to parties associated with Owner for this subject study.

REFERENCES:

1. ACGIH, Threshold Limit values and Biological Exposure Indices, 2007.
2. AIHA, 2700 Prospect Ave., Fairfax, VA. IAQ Paper #130 June 23, 1999.
3. Seifert, B. Regulation Indoor Air. In: Indoor Air '90, Proceedings of the 5th International Conference on Indoor Air Quality and Climate, Volume V, p. 35. Toronto 1990.
4. American Society of Heating, Refrigeration and Air-conditioning Engineers' ANSI/ASHRAE 55-1992 **"Thermal Environmental Conditions for Human Occupancy."**
5. BOCA, 1993. The BOCA National Mechanical Code 1993 8th edition Building Officials and Code Administrators International., Inc., Country Club Hills, Ill
6. SBBRS, 1997. Mechanical Ventilation, State Board of Building Regulations and Standards Code of Massachusetts Regulations 780 CMR 1209.0
7. Field Guide for the Determination of Biological Contaminants in Environmental Samples. (2005)
8. Bearg, David W. Indoor Air Quality and HVAC Systems. (1993). Pages 76, 77 and others.

Traditional Education vs Competency-Based Learning

Learning happens inside a traditional classroom, little to no accommodation of student interests or learning styles.



Students have a range of learning experiences at school, online, and in the community. Diverse partners create individual learning pathways to accommodate student interests and learning styles.

Students are expected to master grade level college and career ready standards.



Students are expected to master competencies aligned to college and career ready standards with clear, transferable learning objectives.

Students advance at educator's pace regardless of mastery or needing additional time. Additional time is usually only provided for students identified for special education.



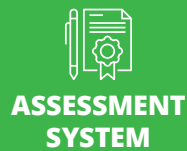
Students advance upon mastery of learning targets, not as a result of time-based requirements. Students receive customized supports both in-school and out-of-school to ensure they stay on track.

Every classroom has one teacher who designs and delivers instructional program with very little differentiation. Direct whole-group instruction is usually the norm, with differentiation happening only for students identified for special education.



Educators work collaboratively with community partners and students to develop flexible learning environments, grouping strategies and extended opportunities to support a unique learning plan for every student.

Assessments at set times to evaluate and classify students. One opportunity to take the summative assessment at the end of the year.



A comprehensive assessment system is an essential part of the learning system. Formative assessments guide daily instruction. Summative assessments show mastery; taken when ready and multiple chances to demonstrate mastery.

Grades are norm-referenced, reflect course standards, are typically based on weighted quarters and a final exam.



Scores reflect the level of mastery within a learning target. Course credit is earned when students master identified learning targets.