

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 Board Meeting

Monday June 17, 2019 – 6:00 PM

Souhegan High School
412 Boston Post Road
Amherst, NH 03031

Agenda Item	Time	Desired Action	Backup Materials
Pledge of Allegiance	6:00PM		
Call to Order	6:00PM		
Public Input I of II	6:05PM		
Superintendent's Report	6:10PM	Mr. Steel to present his Superintendent's Report	None
Principal's Report	6:20PM	Principal of SHS, Mr. Rob Scully, to present his Report	Principal's Report
Committee Updates	6:30PM	Board and Community Council Rep. to give Committee updates	None
Consent Agenda- Approval	6:40PM	<ol style="list-style-type: none"> Draft Minutes of May 28, 2019 Unanticipated Revenue \$681.00 SCSD Transfer 2019 004 SCSD Transfer 2019 005 May SCSD Treasurer's Report SAU Policies Sept 2017- DFA, DA, DB, DBC, DD, DEA, DFEB, DG, DGA, DI, DIAM, DID, DIE, DIH, DJB, DJE, DJF, DJGA, DK, DKA, DKC, DLB, DM, DN, EEAA and ADC/GBED/JICG SAU Policies Nov 2017- CA 	Draft Minutes Memo Budget Transfer Budget Transfer 2019-05 Treasurer Report Policy Packet
Policies 1 st Reading- (From May 2018 and Dec 2018 SAU Meetings)	6:45PM	First Read Policies –ADB, BDA, BEA, BEC, BEDC, BEDH, BG, JLCE/EBBC, KFA, JICI, GCFA	Policy Packet
Policies 1 st Reading – (From the 05 23 19 SAU Meeting)	6:50PM	First Read Policies- DBF, DBI, DBJ, EHB, EHB-R, and KE/KEB	Policy Packet

Deeper Learning – Transcript Update	6:55PM	Asst. Super. Landwehrle to update the Board on Transcripts	Draft Transcript
Update on Math Evaluation	7:00PM	Ms. Landwehrle to give the Board an update on the Math Evaluation	None
Operational Effectiveness- Introduce OKR's and Share Time for Development	7:05PM	Superintendent Steel to Introduce OKR's and Share Time for Development	None
Learner/ Student Growth		None	
Learner Agency		None	
School Culture and Climate		None	
Public Comment II of II	7:15PM		
Non- Public Session	7:20PM	RSA 91 A:3 II ()	
Meeting Adjourned	7:25PM		



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>

Highlights/Recognitions:

Graduation: Again, Maren Petropulos et al once again outdid themselves by organizing a wonderful evening. We are extremely proud of all graduates.

Athletics-[Souhegan Athletes receive All-State Honors](#) in baseball and girls lacrosse.

Student Agency

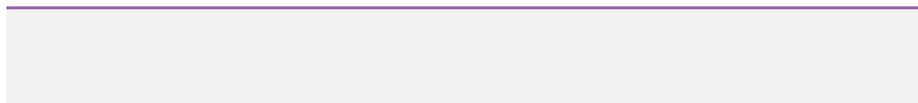
Souhegan High students, Simonne Dodge and Georgia Craven, along with Dean of Students, Kelly Driscoll, contribute to a WMUR [report on cyber bullying](#). The advisory program is referenced as a strategy for addressing the bullying issue.

Professional Development

Professional Learning Catalog-This summer the leadership team, led by the work of Kathy White and Natalie Berger, have organized professional learning for the staff designed specifically to address the needs of individuals as well as department. Kathy and Natalie have reviewed and assessed the current status of each department as well as assessed individual requests for professional learning in designing this year's learning catalog.

Kathy and Natalie have evolved "summer days" into an amazing professional learning opportunity that rivals some of the best conferences our teachers attend.

Professional Learning begins:



On June 13 (Contracted Day) all departments will hold day-long curriculum sessions.

On July 14 (Summer paid day) the following departments will hold curriculum sessions:

- Humanities
- Science
- Special Education (half-day)

Please take a minute to review the [link](#) in order to appreciate the scope of the professional learning in which faculty/staff and administrators will engage.

Teacher Agency

Ane Swift, math teacher, was recently chosen as NH finalist for the [PAEMST Award](#).

We are extremely proud of Ane and her daily efforts on behalf of our students.

The Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) are the highest honors bestowed by the United States government specifically for K-12 science, technology, engineering, mathematics, and/or computer science teaching. The Awards were established by Congress in 1983. The President may recognize up to 108 exemplary teachers each year.

Awards are given to science, technology, engineering, mathematics, and/or computer science teachers from each of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the Department of Defense Education Activity schools, or the U.S. territories as a group (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and U.S. Virgin Islands).

The award recognizes those teachers have both deep content knowledge of the subjects they teach and the ability to motivate and enable students to be successful in those areas. Since the program's inception, more than 4,800 teachers have been recognized for their contributions in the classroom and to their profession.

Awardees reflect the expertise and dedication of the Nation's teaching corps, and they demonstrate the positive impact of excellent teachers on student achievement. The National Science Foundation administers PAEMST on behalf of The White House Office of Science and Technology Policy.

Update:

Hiring

Candidates moved forward:

Learning Specialist

Board Certified Behavior Analyst

Counselor

Health/Wellness Interviews June 12

Consent Agenda Item #1

Souhegan Cooperative School Board

Tuesday, May 28th 2019

Meeting Minutes- Not Approved

Attendees:

Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent, Rob Scully- Principal SHS, Kathy White- Dean of Faculty, and Karen Chininis- Director of Guidance.

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

Board Minutes: Danae Marotta

SHS Student Videographer: Shannon Hargreaves

Public: Lisa Eastland, 19 River Road, Amherst NH- PTSA

I. Public Hearing

Mr. Steve Coughlan motioned to open the Public Hearing at 6:00PM. Mr. Pim Grondstra seconded the motion. The vote was unanimous, motion passed.

Mr. Manning then asked for any public comments.

There were no public comments.

Superintendent, Mr. Adam Steel, explained that they received a Donation from the Oleanda Jameson Trust for HYPE and are very fortunate.

Mr. Chen asked how much was the total cost and asked about other grant funding.

Mr. Steve Coughlan motioned to close the Public Hearing. Mr. Pim Grondstra seconded the motion. The vote was unanimous, motion passed.

II. Superintendent's Report

Superintendent Steel noted that Director of Student Services, Ms. Meg Beauchamp, has a brief update for the Board regarding Mental Health Supports in place for students.

Ms. Beauchamp started her discussion by stating that Mr. Manning had asked about the significant burden on their school counselors and how they are responding.

She then explained that they are at critical mass among their youth. The CDC states that 1 in 5 children, between the ages of 3-17, have a diagnosable mental health condition. Of that number, 80% of them go untreated. Additionally, there are about 17 trained counselors for every 100,000 children and unfortunately a lot of them are in the more populated areas. They have been working hard to try to react and they are doing a lot of work over the summer to focus at the Souhegan level.

34 The first thing in the fall is to follow up with Souhegan.

35 Mr. Manning noted that Mr. Chen had questions as well. He then asked him if he had any
36 questions.

37 Mr. Chen asked about the characterization of the behavior, he then added that out of their school
38 population there are about 200 students. He then noted his concern.

39 Ms. Beauchamp added that they are very worried as well and have taken some solid steps to
40 increase the capacity. She added that she is making sure that there is a high level of continuity
41 from ASD to SCSD. They have highly trained clinicians and are very lucky to have them.

42 Mr. Manning asked about some type of data repository for the types of mental health challenges.

43 Ms. Beauchamp noted that they do have some data and will share with the Board in the Fall. She
44 concluded that this is a national crisis right now. The information that is out there is startling.

45 Mr. Manning asked about the types of clinicians that are needed.

46 Ms. Beauchamp replied that it is all of the above.

47 **Mr. Steve Coughlan motioned to approve Ms. Peg Bennett as Deputy Treasurer of the**
48 **SCSD. The motion was seconded by Mr. Pim Grondstra. The vote was unanimous, motion**
49 **passed.**

50 Superintendent Steel added that Assistant Superintendent, Ms. Christine Landwehrle, has an
51 update on transcript development.

52 Ms. Landwehrle explained that they are working on having firm details about the Mastery Based
53 Transcript and to get it in front of the staff and nearly completed to the Board soon. The
54 transcript would not be utilized until the end of next school year.

55 Ms. Taylor asked about holding public forums.

56 Ms. Landwehrle added that they had a tentative date set for May and there was a conflict at
57 AMS. They are looking at the fall.

58 Mr. Manning added that this is a top concern to what a CBE based transcript looks like. He then
59 added that the faster and sooner that they get it out to the public the better. He then noted that the
60 Board would appreciate that.

61 Ms. Landwehrle added that they may be able to share something electronically, to gather
62 feedback in some way. She noted that they can update them at the June meeting.

63 Mr. Steel noted that SHS Graduation is on Friday, June 7th at 5pm, and they are hoping to be out
64 on the field and the stadium. He added that this is a culminating event and encouraged the Board
65 to attend and to welcome other past Board Members to attend as well.

66 He then turned it over to Principal Scully.

67 Principal Scully then discussed that he has decided to move on from Souhegan High School and
68 SAU 39. He added that he has been commuting from Maine from 10 years and it is time that he

69 focuses on his family full time. He cannot thank the leadership team and staff and faculty enough
70 and he will always keep Souhegan in his heart.

71 Superintendent Steel then noted that Principal Scully had come to Souhegan at a time when they
72 needed a visionary and thanked him immensely for all of this efforts, drive and vision for the
73 school. It is with a heavy heart that the Board and Leadership Team accept his resignation.

74 He then gave the Board time to share their sentiments.

75 Mr. Manning commented that Principal Scully came at a time when the school needed stability
76 and an understanding of the unique culture. He further added that he will be greatly missed.

77 Mr. Chen added that no one has poured more time into this school other than Principal Scully.

78 Mr. Grondstra echoed the sentiments of Mr. Steel, Mr. Manning and Mr. Chen. He added that he
79 admires his quick wit in stressful situations.

80 Mr. Torres remarked that he had just joined the Board, yet has always heard great things about
81 Principal Scully.

82 Mr. Coughlan also added that Principal Scully will be greatly missed. He then wished him well
83 with his family.

84 Superintendent Steel thanked the Board Members for their kind sentiments.

85 **Mr. Steve Coughlan motioned to accept Principal of SHS, Mr. Rob Scully's, resignation**
86 **effective July 31st 2019. Mr. Pim Grondstra seconded the motion. The vote was unanimous,**
87 **motion passed.**

88 Superintendent Steel added that their next step would be to find an interim principal in order to
89 have appropriate amount of time. He then discussed that Mr. Bill Hagan, was previously at
90 AMS, then Salem HS, and has been at Bedford HS for the past 9 years and retiring at the end of
91 the year. Mr. Hagan knows this community and Principal Scully will stay on through July. He
92 then added that they are fortunate to have someone of his caliber.

93 Before he makes his official nomination, he is looking to gather feedback from the Board.

94 **Mr. David Chen motioned to accept the nomination to hire Mr. Bill Hagan as Part-Time**
95 **Principal of SHS effective July 29th 2019. Mr. Pim Grondstra seconded the motion. The**
96 **vote was unanimous, motion passed.**

97 Mr. Coughlan noted that the Board knew about this in a previous Non-Public Session and they
98 have had time to meet with Mr. Hagan. He just wanted the public to know.

99 Mr. Steel agreed and noted that this was well thought out and planned. He thanked Mr. Coughlan
100 for bringing that up.

101 The Board thanked Superintendent Steel.

102 Mr. Manning asked for Public Comment.

103 III. Public Comment

104 Ms. Lisa Eastland, 19 River Road, Amherst NH, President of the SHS PTSA, added that they are
105 in desperate need for volunteers for Project Graduation. If they cannot get enough volunteers,
106 then they cannot run the program.

107 She then added that she heard that there is an uptick in summer school enrollment when
108 transitioning to a CBE system. She did not see anything in the Budget and asked Ms.
109 Landwehrle what was the plan going forward.

110 Ms. Landwehrle replied that they are not sure how much of an uptick they will have. She and
111 AMS Principal, Ms. Bethany Bernasconi, are taking a deep look at items such as honor roll, etc.
112 They also get Title I funding and are looking at how that program can help. She believes that
113 they are in good shape with the budget.

114 The Board thanked Ms. Landwehrle.

115 IV. Principal's Report

116 Principal Scully mentioned that he has a few highlights for the Board.

117 This year's Senior Project Presentation days were May 23rd and May 24th, when all seniors
118 present their learning journeys to a public audience. The Amherst and Mont Vernon communities
119 were welcomed and encouraged to attend to participate first-hand in the accomplishments,
120 visions, and passions of the next generation.

121 New Hampshire Student Film Festival- two Souhegan students were recognized by The New
122 Hampshire High School Short Film Festival. Ms. Lily Hipp received a 1st place recognition and
123 Ms. Ashleigh Brewster was a finalist. These animations included almost 100 hours of
124 commitment to produce. The students were recognized in Concord last weekend.

125 End of Year Events: Senior Class Trip- Thursday June 6th, Graduation- Friday June 7th

126 He added that you might remember the goal of Inspiring Expertly Trained Teachers. He then
127 read part of an email regarding Learning Specialist, Ms. Mo Greene "*On behalf of the Review
128 Panel, I am very pleased to inform you that your submission "Neurodiversity in the Classroom"
129 has been accepted for the Twenty-sixth International Conference on Learning, at Queen's
130 University Belfast, Ireland*". They are incredibly proud of Ms. Greene for this special
131 recognition.

132 He added that he will archive all of these special teacher recognitions.

133 In regards to Student Agency, Marketing students in Ms. Holleigh Tlapa's classroom are
134 learning about service and nonprofit marketing through authentic opportunities in our local
135 community.

136 Additionally, The Souhegan High School Interpretation Committee convened on May 20th. The
137 Committee Members are students: Mr. Tony Labranche, Ms. Sarah Tupper, Faculty: Mr. Kevin
138 Proctor, Admin: Principal Scully, Board: Ms. Laura Taylor and Facilitator (non-member): Ms.
139 Natalie Berger.

140 He then noted that he added links to their agenda and minutes so that the Board can see their
141 work.

142 Ms. Berger guided the Committee through a protocol framed by this purpose: introduce members
143 to, each other, their roles, responsibilities and the text of the Constitution.

144 He then reviewed their next steps:

- 145 • Reconvene before the end of the year to clarify/coordinate understanding of roles and
146 purpose
- 147 • Clarify Board's charge (dispute) that will be the first real-time issue
- 148 • What would the change be? Is it a clarification or an amendment?
- 149 • Strategy for edification of student body and community about the Constitution
- 150 • Target to meet before the June school board meeting?
- 151 • Consider a future State of the Community Day could have a Constitutional Convention
152 aspect

153

154 He then paused and asked for questions.

155 He added that he will update the Board in June.

156 Mr. Manning asked about this going to Mr. Mike Facques. He added that he knows that he
157 reviews Government in the curriculum.

158 Principal Scully noted that is a great question and will reach out to him.

159 Mr. Coughlan commented on the purpose of the Constitutional Interpretation Committee.

160 Mr. Torres asked if there was a place to look at the document.

161 Mr. Manning replied that he can send him the link, it is on the SAU #39 website.

162 Mr. Coughlan added that it is in the Board Policies.

163 Mr. Manning remarked that they will discuss the National Honor Society.

164 Principal Scully noted that he brought a hard copy and will be back in June with an update. He
165 wanted to give them a sense of what they are putting together and this is a draft.

166 He then reviewed the document and explained the table and the concept. He remarked that he
167 will put it on the Trello Board.

168 Superintendent Steel asked about the ratio of girls to boys. He then asked if it was a
169 national/regional trend.

170 Principal Scully replied that they will have to really look into it.

171 Ms. Taylor commented that it is a little alarming to her as well. She then asked if the
172 administration was concerned and asked what are they doing to evaluate the explanation.

173 Principal Scully replied that right now they will be looking at the research and this is the tip of
174 the iceberg in looking at that. They will be looking at the CBE route, instead of the traditional
175 route.

176 Mr. Manning asked if they see in these cohorts' significant differences in standardized test
177 scores.

178 Ms. Landwehrle replied that she can speak to NWEA and the answer is no. Gender is the same
179 with achievement and growth. She will be happy to pull additional data for the Board.

180 Principal Scully noted that he will have more of an update in June.

181 Mr. Manning noted that some agenda items were questions from parents. He added that several
182 parents that contacted him.

183 The Board thanked Principal Scully.

184 V. Committee Updates

185 Ms. Taylor noted that Community Council passed a proposal for weighted GPA's for advanced
186 placement and dual enrollment whenever GPA's are calculated. This is for the class of 2023, the
187 current 8th grade class.

188 Mr. Chen asked about dual enrollment.

189 Ms. Taylor added that this is for weighted GPA calculation.

190 Mr. Chen noted that he thought that the State provided a stipend.

191 Ms. Landwehrle added that is for STEM and they get reimbursed.

192 Mr. Manning asked if that vote was close.

193 Ms. Taylor replied, yes, it was close and the students were the strongest in voting. She added that
194 she was very proud of them.

195 There were no more committee updates and the Board thanked Ms. Taylor.

196 VI. Consent Agenda

197 **Mr. Pim Grondstra motioned to approve the Consent Agenda 1. Draft Minutes of April 16,**
198 **2019, 2. Unanticipated Revenue #1 681.00, 3. Unanticipated Revenue #2 500.00, 4.**
199 **Unanticipated Revenue #3 5,000.00, 5. Unanticipated Revenue #4 3,003.22 (Check for**
200 **\$8,833.00 split between ASD), 6. March 2019 Treasurer's Report, 7. April 2019 Treasurer's**
201 **Report, 8. SCSD Consolidated Board Report, 9. SCSC TSFR 2019-003, 10. FY 2020 LEA**
202 **General Assurances Cover Letter, 11. Approval of Chair to sign NHDOE General**
203 **Assurances for FY20. Mr. Steve Coughlan seconded the motion. The vote was unanimous,**
204 **the motion passed.**

205 VII. Policies First Reading

206 Superintendent Steel noted that this is a first reading.

207 Ms. Landwehrle further explained that it is not a typo and that they were approved at the SAU
208 level but did not get to the individual boards.

209 Mr. Chen asked about Policies DBI, DJE, DK, DKA, DKC, EEAA.

210 Mr. Manning recommended that they go over each one individually.

211 DBI- Mr. Chen added that it should be from one account.

212 DJE- Mr. Chen asked if there are any exceptions to these numbers. He added that he thought that
213 they made exceptions. He added that it should be more clear.

214 Superintendent Steel replied that it the policy states "*when feasible*". He then gave an example
215 and noted that it reflects the current practice.

216 Mr. Chen asked about bids.

217 Mr. Torres gave an example of current practice in his company.

218 Mr. Steel explained the difference between single source contracts, bids, quotes (variation
219 between items), and proposals (for professionals).

220 Mr. Manning added that they want flexibility in policies.

221 DKA- Mr. Chen asked why do fixed salaries have to be approved in the manifest. He added that
222 you should do it once.

223 Mr. Steel replied that it must happen. Tax dollars cannot be expended without School Board
224 approval; it is State Law.

225 Mr. Torres commented that he understands where this is coming from. He then added that it is
226 up to them to find out that knowledge.

227 DK- Mr. Chen asked about having one signer and they have two, is that by law or policy.

228 Superintendent Steel replied, policy. He then gave an example.

229 DKC- Mr. Chen asked about the designee.

230 Mr. Steel replied that it would be Assistant Superintendent Landwehrle. It is a unique situation in
231 that he is still the BA, in that case, he feels very comfortable with SAU 39 Board Chair, Ms.
232 Amy Facey.

233 Mr. Chen noted that is what he thought it should be, it should say for the "SAU #39 Chair to
234 sign".

235 Discussion ensued.

236 Ms. Landwehrle noted that they can pull the DKC- Expense Reimbursement and send it back to
237 Policy Committee.

238 EEAA- Mr. Chen mentioned that there was a typo. He then added that he thought that they made
239 a change with the timeframe.

240 Ms. Landwehrle noted that they can go back to the minutes.

241 Mr. Chen added that the cost of storage is very low cost now. He added that the discussion at the
242 SAU was about cost.

243 Ms. Taylor mentioned there is another typo, very first paragraph, in that it says “*Amherst*”.

244 Ms. Landwehrle asked him if he would like it pulled to check minutes and changed at the SAU
245 level.

246 Mr. Chen replied, yes.

247 Mr. Chen asked about live surveillance and thought they had a policy about not giving out
248 information.

249 Mr. Steel noted that he is comfortable with how it is written.

250 Mr. Manning then asked for Board feedback.

251 Ms. Taylor added that she can see both sides.

252 Mr. Coughlan commented that this doesn’t disclose anything.

253 Mr. Manning replied that he finds this to be ambiguous enough to make it a non-issue.

254 Mr. Manning noted that Policy DKC will be going back to the Policy Committee for further
255 review and then fixing some typos.

256 VIII. Deeper Learning

257 Ms. Landwehrle explained that they have a current 7th grade AMS student that wants to take
258 Core Math II here at SHS. That one student would be walking over to take that class and there
259 would not be too much impact on their schedule. Years ago, they used to send students over and
260 it did stop.

261 With permission from the Board, they are looking to allow this one 8th grade AMS student to
262 take Core Math II.

263 Mr. Torres gave his support as long as it doesn’t create any disruption. They should support that
264 as a Board.

265 Ms. Taylor asked how did the student come to be in accelerated math.

266 Ms. Landwehrle replied that the student came from a CBE system and will be an 8th grader next
267 year.

268 Ms. Taylor asked about other students in the future.

269 Ms. Landwehrle added that they would come to the Board for each student. With
270 reconfiguration, it may change in the future when feasible and appropriate.

271 Mr. Coughlan asked about other concerns with age or maturity level.

272 Principal Scully replied that he has no concerns.

273 Ms. Landwehrle noted that if this did not work out that student can also do VLACS. VLACS
274 starts at 6th grade now.

275 **Mr. Pim Grondstra motioned to allow the AMS student take Core II Math for the 2019-**
276 **2020 School Year barring any issues. Ms. Laura Taylor seconded the motion. The vote was**
277 **unanimous, motion passed.**

278 Ms. Landwehrle thanked the Board and noted that she will let the parents know.

279 IX. Non-Public Session

280 None

281 X. Meeting Adjourned

282 **Mr. Pim Grondstra motioned to adjourn the meeting at 7:51PM. Mr. Steve Coughlan**
283 **seconded the motion. The vote was unanimous, motion passed.**

Draft

MEMO



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

Date: 05/28/2019
To: Adam Steel, Superintendent of Schools
From: Sarah Jardim-Lee, Accountant
Re: Unanticipated Revenue

Unanticipated revenue in the amount of \$681 has been received by the Souhegan Cooperative School District this month.

Requested Board Actions

1. Motion: To accept unanticipated revenue in the amount of \$681 from the Center for Secondary School Redesign Inc. to offset the cost of travel for the presenters at the 2019 Redesigning for Student Success Conference in San Diego. These funds shall be accepted into the General Fund.

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

Consent Agenda Item #3

REQUEST FOR BUDGET TRANSFER NO.: 2019 004

DATE: 6/4/2019

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.
10.2723.519.30.000000	CTE TRANSPORTATION	\$54,339	(\$8,900)	\$34,000	10.2318.331.30.000000	LEGAL SERVICES- DISTRICT WIDE	\$28,000	\$6,000	\$34,000
					10.2313.810.30.000000	Bank Fees	\$0	\$2,900	\$2,900

TOTAL TRANSFERRED FROM: (\$8,900)

TOTAL TRANSFERRED TO: \$8,900

JUSTIFICATION: Higher than anticipated legal expenses for the 18/19 school year. Unbudgeted bank fees associated with new credit card system implemented for Student Activity fees.

Director of Finance 6/4/2019

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 005

DATE: _____ 6/4/2019

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.
10.1210.232.30.000000	NH Retirement- Teacher	\$132,518	(20,000)	\$108,581	10.2220.151.30.000000	Other Employee Compensation	\$0	\$31,850	\$31,850
10.1210.233.30.000000	403B Match	\$75,094	(20,000)	\$53,945	10.2410.151.30.000000	Other Employee Compensation	\$2,500	\$42,000	\$44,500
10.2120.233.30.000000	403B Match	\$37,255	(9,099)	\$26,395					
10.2900.100.30.000000	POOL FOR MERIT INCREASES	\$21,800	(21,800)	\$0					
10.2900.200.30.000000	BENEFIT POOL FOR MERIT INCREASES	\$2,951	(2,951)	\$0					

TOTAL TRANSFERRED FROM: _____ (73,850)

TOTAL TRANSFERRED TO: _____ \$73,850

JUSTIFICATION: Retirement payouts

Director of Finance _____ 6/4/2019

REQUESTOR: DIRECTOR/DATE

APPROVED BY SOUHEGAN COOPERATIVE SCHOOL BOARD ON :

DATE

Adam Steel, Superintendent

Souhegan Cooperative School District Treasurer Report

May-2019

Souhegan Cooperative School District		
Monthly Report of the Treasurer		
as of 5/31/2019		
Cash on hand	5/1/2019	\$2,745,653.66
Deposits		\$1,139,212.92
AP-PR		(\$1,657,715.03)
Balance on hand	5/31/2019	\$2,227,151.55

Capital Checking		
as of 5/31/2019		
Cash on hand	5/1/2019	\$8,077.60
Deposits		\$3.43
AP-PR		
Balance on hand	5/31/2019	\$8,081.03

Field Maintenance Checking		
as of 5/31/2019		
Cash on hand	5/1/2019	\$30,311.44
Deposits		\$0.00
AP-PR		\$0.00
Balance on hand	5/31/2019	\$30,311.44

Filename: 2019-05-SCSD Treasurer Report.xlsx
 Month: 5/1/2019

Souhegan Cooperative School District
 Monthly Reconciliation Report
 Combined Accounts

	Peoples United	Peoples United	Peoples United	
	*1925	*9527	*5661	TOTAL
	Cash Management	Municipal Checking	Municipal Savings	
May-19				
5/31/2019	\$118,058.04	\$68,000.00	\$2,574,033.44	\$2,760,091.48
Outstanding Checks: (subtract)				
a) Accounts Payable		\$(101,929.77)		
b) Payroll		\$(431,010.16)		
c) Payroll Direct Deposit & IRS				
Total Outstanding		\$(532,939.93)		\$(532,939.93)
Reconciled Book Balance				\$2,227,151.55
Balance from Treasurer's Journal				\$2,227,151.55
				-

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

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
5/1/2019	Beginning Balance					\$2,745,653.66
5/1/2019	Town of Amherst	\$1,055,822.00	5/14/2019	Payroll Direct Deposit pp23 v6165	(\$233,921.34)	\$3,567,554.32
5/14/2019	State of NH DOE USDA Meal Programs	\$1,660.15	5/14/2019	Payroll Direct Deposit pp23 v6166	(\$41,194.93)	\$3,528,019.54
5/3/2019	Deposit: Misc	\$5,421.65	5/28/2019	Payroll Direct Deposit pp24 v6171	(\$253,179.35)	\$3,280,261.84
5/10/2019	Deposit: NH Medicaid, SAU39, misc	\$25,979.61	5/28/2019	Payroll Direct Deposit pp24 v6172	(\$47,015.24)	\$3,259,226.21
5/22/2019	Deposit: NH Medicaid, Isaac Spaulding Trust, Educause, Misc	\$32,041.78	5/2/2019	Payroll IRS pp22 v6163	(\$42,265.09)	\$3,249,002.90
5/31/2019	Deposit: NH Medicaid, ASD, Center for Secondary School Redesign	\$1,192.58	5/16/2019	Payroll IRS pp23 v6168	(\$43,243.08)	\$3,206,952.40
			5/30/2019	Payroll IRS pp24 v6174	(\$44,962.98)	\$3,161,989.42
			5/3/2019	Payroll 457 pp22 v6162	(\$3,183.06)	\$3,158,806.36
			5/17/2019	Payroll 457 pp23 v6167	(\$3,989.58)	\$3,154,816.78
			5/31/2019	Payroll 457 pp24 v6173	(\$4,021.65)	\$3,150,795.13
			5/30/2019	Payroll Mass DOR	(\$2,160.32)	\$3,148,634.81
			5/2/2019	Payroll pp22 v24 ck3067955-3067969	(\$10,889.06)	\$3,137,745.75
			5/16/2019	Payroll pp23 v25 ck3068053-3068076	(\$19,461.07)	\$3,118,284.68
			5/30/2019	Payroll pp24 v26 ck3068154-3068167	(\$6,004.49)	\$3,112,280.19
			5/2/2019	Payroll pp22 v6164 ck3067970-3067972	(\$5,045.55)	\$3,107,234.64
			5/16/2019	Payroll pp23 v6169 ck3068077-3068078	(\$1,100.00)	\$3,106,134.64
			5/16/2019	Payroll pp23 v6170 ck3068079-3068079	(\$49.50)	\$3,106,085.14
			5/30/2019	Payroll pp24 v6175 ck3068168-3068169	(\$1,100.00)	\$3,104,985.14
			5/31/2019	Payroll v6177 ck3068170-3068172	(\$423,283.68)	\$2,681,701.46
						\$2,681,701.46
			5/2/2019	A/P v1724 ck3067973-3068052	(\$235,489.39)	\$2,446,212.07
			5/16/2019	A/P v1725 ck3068080-3068153	(\$157,485.33)	\$2,288,726.74
5/31/2019	May Credit Card transactions	\$924.00	5/30/2019	A/P v1726 ck3068173-3068251	(\$80,689.97)	\$2,208,960.77
5/31/2019	May Food Service	\$13,468.84	5/22/2019	A/P Void ck3068038	\$1,525.00	\$2,223,954.61
			5/28/2019	A/P Void ck3067440	\$600.00	\$2,224,554.61
			5/2/2019	Authorize.net credit card fees for April	(\$15.60)	\$2,224,539.01
5/31/2019	May Interest - Cash Management	\$137.09	5/3/2019	Vantiv Credit Card fees for April	(\$14.40)	\$2,224,661.70
5/31/2019	May Interest - Municipal Savings	\$2,565.22	5/9/2019	Merchant Services fees for April	(\$75.37)	\$2,227,151.55
5/31/2019	Ending Balances	\$1,139,212.92			(\$1,657,715.03)	\$2,227,151.55
				Payroll Debits	(\$719,136.62)	
				Payroll Checks	(\$466,933.35)	
				AP Checks	(\$471,539.69)	
				Other Debits	(\$105.37)	

SCSD Treasurer's Report
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Uncleared Transactions
SCSD Checking 9527

Num	Date	Payee	C Memo Category	Amount
Expense Categories				
Payroll Ded				
3068168	5/30/2019	COMMONWEALTH OF MASSACHUSETTS	6175 Payroll Ded	(\$100.00)
3068169	5/30/2019	HEALTHTRUST, INC.	6175 Payroll Ded	(\$1,000.00)
3068170	5/31/2019	HAMPSHIRE HILLS	6177 Payroll Ded	(\$1,366.50)
3068171	5/31/2019	HEALTHTRUST, INC.	6177 Payroll Ded	(\$188,249.20)
3068172	5/31/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6177 Payroll Ded	(\$233,667.98)
Total Payroll Ded				(\$424,383.68)
Payroll				
3067945	4/18/2019	Morton, Grace M	23 Payroll	(\$40.17)
3067964	5/2/2019	Morton, Grace M	24 Payroll	(\$16.75)
3068071	5/16/2019	Morton, Grace M	25 Payroll	(\$46.86)
3068075	5/16/2019	Tom, Vincent J.	25 Payroll	(\$518.21)
3068154	5/30/2019	Kingery, Serge E.	26 Payroll	(\$69.26)
3068155	5/30/2019	Knapp, Thomas D.	26 Payroll	(\$69.26)
3068156	5/30/2019	Krawiecki, Andrew W	26 Payroll	(\$103.89)
3068157	5/30/2019	Petrella, Robert A.	26 Payroll	(\$277.05)
3068158	5/30/2019	Skinner, Rafael U.	26 Payroll	(\$207.79)
3068159	5/30/2019	Weisberg, Jessica L	26 Payroll	(\$346.31)
3068160	5/30/2019	Reap, Christopher J.	26 Payroll	(\$886.58)
3068161	5/30/2019	Chistolini, Jacqueline O	26 Payroll	(\$63.61)
3068162	5/30/2019	Conley, Lynda A.	26 Payroll	(\$1,251.73)
3068163	5/30/2019	Morton, Grace M	26 Payroll	(\$40.17)
3068164	5/30/2019	Plante, Kurt A	26 Payroll	(\$131.93)
3068165	5/30/2019	Sullivan, Claire M	26 Payroll	(\$40.17)
3068166	5/30/2019	Tom, Vincent J.	26 Payroll	(\$518.21)
3068167	5/30/2019	Whelan, Sean M	26 Payroll	(\$1,998.53)
Total Payroll				(\$6,626.48)
Expense!				
3067518	2/7/2019	LUTTIK-ENGERT, KAREN	1718 Expense!	(\$80.00)
3068033	5/2/2019	SAINT ANSELM COLLEGE	1724 Expense!	(\$10,095.00)
3068083	5/16/2019	APPLAUSE LEARNING RESOURCES	1725 Expense!	(\$380.40)
3068085	5/16/2019	AUTISM BRIDGES	1725 Expense!	(\$280.00)
3068116	5/16/2019	JOSHI FLEGAL, SHEELU	1725 Expense!	(\$43.82)
3068118	5/16/2019	LIGHTHOUSE SCHOOL, INC.	1725 Expense!	(\$9,766.68)
3068120	5/16/2019	LUTTIK-ENGERT, KAREN	1725 Expense!	(\$120.00)
3068125	5/16/2019	NHASP	1725 Expense!	(\$35.00)
3068138	5/16/2019	SCULLY, ROBERT	1725 Expense!	(\$239.00)
3068152	5/16/2019	YABLA INC	1725 Expense!	(\$199.90)
3068173	5/30/2019	AMAZON	1726 Expense!	(\$70.99)
3068174	5/30/2019	AMHERST AUTOWORKS	1726 Expense!	(\$219.12)
3068175	5/30/2019	ANTHEM SPORTS,LLC	1726 Expense!	(\$1,116.00)
3068176	5/30/2019	AUTISM BRIDGES	1726 Expense!	(\$350.00)
3068177	5/30/2019	BELLAVANCE BEVERAGE COMPANY, INC	1726 Expense!	(\$1,326.75)
3068178	5/30/2019	BLICK ART MATERIALS	1726 Expense!	(\$279.30)
3068179	5/30/2019	BOOTHBY THERAPY SERVICES. LLC	1726 Expense!	(\$529.20)
3068180	5/30/2019	BUDGET DOCUMENT TECHNOLOGY	1726 Expense!	(\$309.95)
3068181	5/30/2019	BUTLER'S BUS SERVICE, INC.	1726 Expense!	(\$3,949.50)
3068182	5/30/2019	CANON SOLUTIONS AMERICA, INC.	1726 Expense!	(\$385.00)

SCSD Treasurer's Report
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3068183	5/30/2019 CARING HANDS TRANSPORTATION LLC	1726 Expense!	(\$4,333.96)
3068184	5/30/2019 CENTRAL PAPER PRODUCTS CO.	1726 Expense!	(\$179.04)
3068185	5/30/2019 CHININIS, KAREN	1726 Expense!	(\$263.67)
3068186	5/30/2019 COCA COLA NORTHERN NEW ENGLAND	1726 Expense!	(\$729.50)
3068187	5/30/2019 COLLINS SPORTS MEDICINE	1726 Expense!	(\$468.91)
3068188	5/30/2019 CONSOLIDATED COMMUNICATIONS, INC	1726 Expense!	(\$1,478.36)
3068189	5/30/2019 CONTINUED.COM, LLC	1726 Expense!	(\$89.00)
3068190	5/30/2019 CROTCHED MOUNTAIN REHABILITATION	1726 Expense!	(\$21,693.07)
3068191	5/30/2019 DELL MARKETING, L.P.	1726 Expense!	(\$266.37)
3068192	5/30/2019 ELECTRICAL SUPPLY OF MILFORD	1726 Expense!	(\$611.48)
3068193	5/30/2019 EVERSOURCE	1726 Expense!	(\$3,016.70)
3068194	5/30/2019 FANTINI BAKING COMPANY	1726 Expense!	(\$99.76)
3068195	5/30/2019 Gallant, Veronica A.	1726 Expense!	(\$30.00)
3068196	5/30/2019 GARVEY, PAULA	1726 Expense!	(\$87.72)
3068197	5/30/2019 GOVCONNECTION	1726 Expense!	(\$1,093.22)
3068198	5/30/2019 GRANT, SCOTT A. JR	1726 Expense!	(\$80.00)
3068199	5/30/2019 HILLYARD-MANCHESTER	1726 Expense!	(\$293.95)
3068200	5/30/2019 HP HOOD LLC	1726 Expense!	(\$333.50)
3068201	5/30/2019 INTERNATIONAL SOCIETY FOR TECHNO	1726 Expense!	(\$125.00)
3068202	5/30/2019 JP PEST SERVICES, INC	1726 Expense!	(\$112.40)
3068203	5/30/2019 LEN, CHRISTINA	1726 Expense!	(\$321.67)
3068204	5/30/2019 LOWE'S	1726 Expense!	(\$284.54)
3068205	5/30/2019 MANN, SUSAN	1726 Expense!	(\$487.33)
3068206	5/30/2019 McGrath, David P.	1726 Expense!	(\$490.80)
3068207	5/30/2019 MOBILE MINI, INC.	1726 Expense!	(\$105.28)
3068208	5/30/2019 MSB CONSULTING GROUP, LLC	1726 Expense!	(\$452.67)
3068209	5/30/2019 NATALIE LAU-CHIEN	1726 Expense!	(\$851.10)
3068210	5/30/2019 NATIONAL COUNCIL OF TEACHERS OF	1726 Expense!	(\$445.00)
3068211	5/30/2019 NATIVE MAINE PRODUCE AND SPECIAL	1726 Expense!	(\$394.00)
3068212	5/30/2019 NEW ENGLAND EXTREME SPORTS TRAIN	1726 Expense!	(\$150.00)
3068213	5/30/2019 NEW HAMPSHIRE SCHOOL BOARDS ASSO	1726 Expense!	(\$210.00)
3068214	5/30/2019 NORTH COUNTRY GOLF CAR, LLC	1726 Expense!	(\$6,799.00)
3068215	5/30/2019 NORTH STAR TIMING	1726 Expense!	(\$375.00)
3068216	5/30/2019 NUTTALL, KAREN	1726 Expense!	(\$1,410.00)
3068217	5/30/2019 Paul, Pamela	1726 Expense!	(\$456.36)
3068218	5/30/2019 PDF ANNOTATOR	1726 Expense!	(\$1,248.75)
3068219	5/30/2019 PEARSON EDUCATION INC.	1726 Expense!	(\$1,459.40)
3068220	5/30/2019 PENNICHUCK WATER WORKS, INC.	1726 Expense!	(\$988.36)
3068221	5/30/2019 PERFORMANCE FOOD GROUP	1726 Expense!	(\$3,736.99)
3068222	5/30/2019 PETROPULOS, MAREN	1726 Expense!	(\$144.86)
3068223	5/30/2019 PFITZENMAYER, KENNETH	1726 Expense!	(\$24.52)
3068224	5/30/2019 PITNEY BOWES GLOBAL FINANCIAL SE	1726 Expense!	(\$531.90)
3068225	5/30/2019 PUBLIC INFORMATION RESOURCES, IN	1726 Expense!	(\$569.00)
3068226	5/30/2019 RAYMOND, DENISE	1726 Expense!	(\$900.00)
3068227	5/30/2019 RIVES, MARTHA	1726 Expense!	(\$854.20)
3068228	5/30/2019 ROCKLER WOODWORKING AND HARDWARE	1726 Expense!	(\$227.87)
3068229	5/30/2019 RYAN, RUSSELL	1726 Expense!	(\$120.00)
3068230	5/30/2019 SAMATARO, JEFFREY	1726 Expense!	(\$80.00)
3068231	5/30/2019 SANEL AUTO PARTS #31	1726 Expense!	(\$29.67)
3068232	5/30/2019 SAU#39	1726 Expense!	(\$1,152.04)
3068233	5/30/2019 SOUHEGAN HIGH SCHOOL-AF	1726 Expense!	(\$2,000.00)
3068234	5/30/2019 SOULE, LESLIE, KIDDER	1726 Expense!	(\$1,215.00)
3068235	5/30/2019 SPEEDPRO IMAGING SOLUTIONS	1726 Expense!	(\$227.72)
3068236	5/30/2019 STATELINE IRRIGATION SUPPLY, INC	1726 Expense!	(\$88.03)
3068237	5/30/2019 SUMMIT SUPPLY	1726 Expense!	(\$256.00)
3068238	5/30/2019 SURPLUS DISTRIBUTION SECTION	1726 Expense!	(\$15.00)
3068239	5/30/2019 SWIFT, ANE	1726 Expense!	(\$741.82)
3068240	5/30/2019 SYNCB/AMAZON	1726 Expense!	(\$3,152.57)
3068241	5/30/2019 THE COPY SHOP	1726 Expense!	(\$376.60)

SCSD Treasurer's Report
Unreconciled Check Register

3068242	5/30/2019 THE COUNTY STORE, INC.	1726 Expense!	(\$269.44)
3068243	5/30/2019 THE HAMPSHIRE DOME	1726 Expense!	(\$610.00)
3068244	5/30/2019 THERIAULT, KIMBERLY	1726 Expense!	(\$24.52)
3068245	5/30/2019 TOADSTOOL BOOKSHOP	1726 Expense!	(\$83.16)
3068246	5/30/2019 TREMBLAY, JESSICA	1726 Expense!	(\$239.00)
3068247	5/30/2019 ULINE	1726 Expense!	(\$394.85)
3068248	5/30/2019 UNITED SITE SERVICES	1726 Expense!	(\$344.36)
3068249	5/30/2019 W.B. MASON CO., INC	1726 Expense!	(\$1,134.95)
3068250	5/30/2019 WHITE, KATHLEEN A.	1726 Expense!	(\$114.01)
3068251	5/30/2019 Wyborney, Daniel H	1726 Expense!	(\$181.21)
Total Expense!			(\$101,929.77)
Total Expense Categories			(\$532,939.93)
Grand Total			(\$532,939.93)

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
3/31/2019	Closing Balance					\$30,311.44
4/30/2019	Closing Balance					\$30,311.44
5/31/2019	Closing Balance					\$30,311.44

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		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
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

DFA – INVESTMENT POLICY

The School Board authorizes the School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

OBJECTIVES

The three objectives of investment activities shall be safety, liquidity, and yield.

- 1. Safety** of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
- 2. Liquidity** of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
- 3. Yield.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

- 1. Prudence.** The standard of prudence to be used by the school District Treasurer and Superintendent, or his/her designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.
- 2. Ethics and conflicts of interest.** The School District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. The members of the Investment of Funds Committee shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.
- 3. Internal Controls.** The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by an independent auditor.

The investment of funds will be left to the discretion of a Committee consisting of the Treasurer, the Director of Finance and the Business Administrator without prior approval of the Board. This committee shall be guided by RSA 197:23-a.

AMHERST, MONT VERNON & SOUHEGAN POLICY

DA - FISCAL MANAGEMENT POLICY

The school board recognizes the important trust it has been given with the responsibility of managing public resources. As trustee of local, state, and federal funds allocated for use in public education, the board will be vigilant in fulfilling its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

In the district's fiscal management, the board seeks to achieve the following goals:

1. To engage in thorough advance planning, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding which will provide high quality education for the district's students.
3. To use the best available process for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish effective and efficient procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.
6. To communicate noteworthy quality improvement and cost-controlling actions to the public and press.

SAU 39 Board Review: September 28, 2017

DB – ANNUAL BUDGET

One of the primary goals of the Board is to secure adequate funds to carry out a high-level program of instruction.

The adopted annual school budget is the financial outline of the District's educational program; it is the legal basis for the establishment of tax rates. The annual school budget process is an important function of District operations and should serve as a means to improve communications within the school organization and with the residents of the community.

The Superintendent will be responsible for preparing, and presenting to the Board for adoption, the annual school budget. The Board expects the Superintendent to work closely with the principal and other administrators to satisfy the needs of the schools. The principal will confer with appropriate staff in getting budgetary requests and information on requirements.

SAU 39 Board Review: September 28, 2017

DBC – BUDGET PREPARATION

The Superintendent may establish procedures for the involvement of staff in the development of the budget proposal.

The School Board will adopt guidelines and a schedule each year for the timely submission of the budget to the Board, and budget committee. (where applicable)

SAU 39 Board Review: September 28, 2017

DD - FUNDING PROPOSALS AND APPLICATIONS

The Superintendent is to apprise the Board of its eligibility for general or program funds and to make recommendations for Board action.

SAU 39 Board Review: September 28, 2017

DEA – REVENUES FROM LOCAL TAX SOURCES

The major share of all financial support for local school districts is raised by taxing property. Most of the financial support of public education, therefore, is subject to a direct vote of the people.

It is the responsibility of the Board to explain the objectives and needs of the schools to appropriate community bodies that have a role in school budget adoption, and to the voters of the District.

The Board, administration, and the professional staff will work with the taxpayers toward the solution of problems in the operational funding of the School District.

The Board will:

Accept all available state funds to which the District is entitled by law or through rules of the State Board of Education, and

Accept all federal funds which are available providing there is a specific need for them and that matching funds required are available.

The Board may accept revenues on a case-by-case basis consistent with the goals, policies, and programs of the District.

SAU 39 Board Review: September 28, 2017

DFA – INVESTMENT POLICY

The School Board authorizes the School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

OBJECTIVES

The three objectives of investment activities shall be safety, liquidity, and yield.

- 1. Safety** of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
- 2. Liquidity** of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
- 3. Yield.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

- 1. Prudence.** The standard of prudence to be used by the school District Treasurer and Superintendent, or his/her designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.
- 2. Ethics and conflicts of interest.** The School District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. The members of the Investment of Funds Committee shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.
- 3. Internal Controls.** The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by an independent auditor.

The investment of funds will be left to the discretion of a Committee consisting of the Treasurer, the Director of Finance and the Business Administrator without prior approval of the Board. This committee shall be guided by RSA 197:23-a.

AMHERST, MONT VERNON & SOUHEGAN POLICY

The Board will review the investment policy annually as part of its Budget Assumptions.

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 383:22, Public Deposit Investment Pool

SAU 39 Board Review: September 28, 2017

ADMISSION FEES AND DONATIONS FOR PROGRAMS

Admission fees may be charged for programs sponsored by school clubs and organizations. Donations may be solicited by the same. Refreshments and other items may be sold by school organizations with approval of the principal.

Money collected shall be handled in accordance with Policy DM, Cash in School Buildings.

REF: Policy JJE

SAU 39 Board Review: September 28, 2017

DG – DEPOSITORY OF FUNDS

All income payable to the school district and all revenue received will be deposited with the school treasurer, who will credit it to the appropriate account.

The school board will determine when other depositories are needed and will name them by resolution.

Depositories will be selected only after careful review of fiscal practices and ability to meet the safety and service criteria of the district.

SAU 39 Board Review: September 28, 2017

DGA – AUTHORIZED SIGNATURES

Checks drawn on the general fund or any special fund (with the exception of the activity fund) will require the signature of the school district treasurer or deputy treasurer. Checks drawn on an activity fund will require the signature of the building principal or other person authorized by the school board.

SAU 39 Board Review: September 28, 2017

DI – FISCAL ACCOUNTING AND REPORTING

The district's accounting system will be in conformance with the New Hampshire Financial Accounting Handbook published by the State Department of Education. An adequate system of encumbrance accounting will be maintained.

The following purposes must be satisfied by the accounting system:

1. Administrative Control: The financial records must be adequate to guide the making or deferring of purchases, the expanding or curtailing of programs, and the controlling of expenses. Current data should be immediately available and in such form that periodic summaries may be readily made from the data.
2. Budget Preparation: The financial records must be adequate to serve as a guide to budget estimates of subsequent years, and to hold expenditures to the amounts appropriated. Accounts are to be kept for each item for which separate budget estimates must be made. An adequate code of expenditure accounts will be used.
3. Accounting for Stewardship: The financial records must be adequate to show that those in charge have handled funds within the framework of law and in accordance with Board policy.

The district's financial records will provide the following information:

1. For each account in the district's budget: the appropriation, appropriation transfers, expenditures, encumbrances, and unencumbered balance.
2. For each purchase order: the name of vendor, description of the item involved, approval of the Business Administrator and designated approver, the amounts, the call for bids if required, and an abstract of the bids received. Purchase order sets will be prenumbered and each set accounted for.
3. For each purchase: the purchase order information, plus the record of receipt and condition of goods, the invoice and the record of payment.
4. For each income account: the budget estimate, the estimates as revised periodically, the receipts to date, and the balance anticipated.
5. Reimbursement of expenditures will be credited to the appropriate previously expended account within the same fiscal year, or to Refund of Prior Year Expenditure in the next fiscal year.

SAU 39 Board Review: September 28, 2017

DIAM – BOARD REVIEW AND SIGNING OF MANIFESTS

The school board shall designate two of its members at the annual organizational meeting in March, or when required by change in membership, to review and sign each manifest and thereby attest to the review.

Any questions or concerns the board reviewers may have concerning a manifest will be brought to the immediate attention of the business office.

SAU 39 Board Review: September 28, 2017

DID – FIXED ASSETS & DURABLE GOODS INVENTORIES

To serve the functions of conservation and control, a running inventory of fixed assets which exceed \$5,000 in purchase price will be maintained by the Superintendent's office.

Individual schools will maintain inventories of durable goods. Changes in durable goods inventory will be maintained on an ongoing basis and shared with the Superintendent's office. Inventories shall be reviewed periodically for accuracy. Discrepancies shall be investigated.

SAU 39 Board Review: September 28, 2017

DIE - AUDITS

The books and accounts of the District shall be audited yearly. The audit to be performed will meet the basic audit procedures prescribed by Certified Public Accounting standards. The Board shall select the auditors after hearing the recommendation from the Superintendent or Business Administrator. Such audit will be made in accordance with RSA 197:25.

SAU 39 Board Review: September 28, 2017

DIH – FRAUD PREVENTION AND FISCAL MANAGEMENT

Category R

Authority

The Board expects all Board members, district employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the school district to act with integrity, due diligence, and in accordance with law in their duties involving the district's resources. The Board is entrusted with public funds, and no one connected with the district shall do anything to erode that trust.

Definitions

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the district.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other assets.
4. Impropriety in handling money or reporting financial transactions.
5. Profiteering because of insider information of district information or activities.
6. Disclosure of confidential and/or proprietary information to outside parties.
7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the district.
8. Destruction, removal, or inappropriate use of district records, furniture, fixtures, or equipment.
9. Failure to provide financial records to authorized state or local entities.
10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.
11. Other dishonest or fraudulent acts involving district monies or resources.

Delegation of Responsibility

The Business Administrator or designee shall be responsible to develop and implement internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the district, subject to review and approval by the Board.

AMHERST, MONT VERNON & SOUHEGAN POLICY

The Business Administrator shall be responsible for maintaining a sound system of internal controls that is designed to identify potential risks, evaluate the nature and extent of those risks, and manage them effectively.

District administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.

The Superintendent shall recommend to the Board for its approval completion of a forensic audit when it is deemed necessary and beneficial to the district.

The Superintendent shall ensure the appropriate authorities are notified, pursuant to state law, when cases of **fraud**, embezzlement or theft have been identified.

Guidelines

Reporting

An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Superintendent. If the report involves the Superintendent, the employee shall report his/her suspicions to the Board Chair. Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

Investigation

The Superintendent shall have primary responsibility for conducting necessary investigations of reported fraudulent activity.

Based on his/her judgment, the Superintendent shall coordinate investigative efforts with the district auditor, insurance agent, external agencies, and law enforcement officials, if applicable.

If the Superintendent is involved in the complaint, the Board Chair is authorized to initiate investigation of the complaint and coordinate the investigative efforts with individuals and agencies s/he deems appropriate.

Records shall be maintained for use in an investigation.

Individuals found to have altered or destroyed records shall be subject to disciplinary action. If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall present a report to the Board and appropriate personnel.

The Board shall determine the final disposition of the matter, if a criminal complaint will be filed, and if the matter will be referred to the appropriate law enforcement and/or regulatory agency for independent investigation.

Confidentiality

The Superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts. All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation. Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public.

AMHERST, MONT VERNON & SOUHEGAN POLICY

Prevention

In order to prevent fraud, the Board directs that a system of internal controls be followed that include but are not limited to the following:

{ } Segregation of Duties - Where possible, more than one (1) person will be involved in pieces of financial transactions. No one (1) person shall be responsible for an entire financial transaction.

{ } Payments - Payments shall be made only by checks. No cash transactions shall be permitted. Check signers shall be approved annually by the Board and will consist of persons not involved in the transaction.

{ } Bank Reconciliations - Bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.

{ } Access to Checks - Physical and electronic access to school district checks and accounts shall be limited to those employees with designated business functions.

{ } Capital Assets - The business office shall maintain updated lists of district capital assets.

{ } Training - Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.

SAU 39 Board Review: September 28, 2017

DJB – PURCHASING PROCEDURES

Procedures for purchasing will be developed by the Superintendent or his/her designee, and communicated to all staff.

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the needed products and services.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made to satisfy exigent needs such as perishables and emergency supplies.

Legal References:

RSA 194-C:4 11 (a), Superintendent Services

NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards

SAU 39 Board Review: September 28, 2017

DJE – BIDDING REQUIREMENTS

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$1,000 to \$9,999 will require, when feasible, at least three employee-documented competitive bids or quotations. For all contracts and purchases between \$10,000 and \$24,999 three written vendor bids will be required when feasible. For all contracts and purchases \$25,000 and greater, the formal bidding procedures will be used. Special arrangements may be made when there are exigent needs such as ordering perishables, or emergency supplies or repairs. Sole providers or single bidders may be authorized by the Superintendent or his/her designee.

When formal bidding procedures are used:

- Bids shall be advertised appropriately.
- Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid.
- When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.
- All formal bids must be submitted in sealed envelopes, addressed to the Board or its designee, and plainly marked with the time of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.
- The Board's designee will present recommendation and rationale of the final bid to the Board for all purchases which fall under formal bidding procedures. The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder.

The Board or its designee will consider such factors as, but not limited to, price, bidder qualifications, past performance, responsiveness and financial integrity, warranties, delivery, and quality. The Board shall require a written contract with the bidder, and may require the successful bidder to furnish a performance bond, liability insurance, workman's compensation, security deposit, retainer, and any other instrument to protect the District.

Legal References:

RSA 194-C: 4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards

DJF – LOCAL PURCHASING

It shall be the policy of the District to purchase locally available goods and services of equivalent quality when available and at competitive prices. However, the District is not bound to purchase any item locally that can be secured at a savings to the District from non-local sources, and is not bound to purchase locally unless adequate service and delivery can be given by the local supplier.

SAU 39 Board Review: September 28, 2017

DJGA – SALES CALLS AND DEMONSTRATIONS

Sales representatives are not permitted to call on teachers or other school staff members without authorization from the school administration.

The school principal may give permission to sales representatives of any products to see members of the school staff at times that will not interfere with the educational program.

Gifts or other consideration valued at more than twenty-five dollars which sales representatives give to school district employees become the property of the school.

SAU 39 Board Review: September 28, 2017

DK – PAYMENT PROCEDURES: BOARD REVIEW AND SIGNING OF MANIFESTS

The school board shall designate two of its members at the annual organizational meeting in March, or when required by change in membership, to review and sign each manifest supported by invoices. Other Board members may substitute for the designated members.

Any questions or concerns the board's reviewers may have concerning a manifest, will be brought to the immediate attention of the business office.

The district treasurer will sign all checks that will be sent from the district office.

Checks may not be released until the manifest is signed. The school board authorizes the release of treasurer-approved, contractually-obligated payroll checks. Other payments which, if delayed, would incur penalty, may be approved by the designees prior to the signing of the entire manifest.

Statutory Reference:
RSA 197:23-a

SAU 39 Board Review: September 28, 2017

DKA – PAYROLL PROCEDURES

All salaries and supplements paid to regular staff members, substitutes or part-time personnel, and student workers will be paid through the business office.

Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers. The necessary procedures for this will be established by the Superintendent and carried out by the administrative personnel.

Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits paid to each employee.

Payroll Schedule

The School District payroll occurs in accordance with the annually published schedule. Requests for salary advances will not be approved.

Payroll Deductions

Payroll deductions are allowed. They are subject to the limitation of the accounting software capabilities. Authorized payroll deductions include, but are not limited to:

1. Tax Sheltered Annuities
2. Union Dues
3. Insurance Premium Contributions

All payroll deductions, other than those regulated by federal or state laws, will be deducted only upon written approval of the employee.

SAU 39 Board Review: September 28, 2017

DKC – EXPENSE REIMBURSEMENTS

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

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

All travel outside New England must have the prior written approval of the Superintendent or his/her designee.

SAU 39 Board Review: September 28, 2017

DLB – SALARY DEDUCTION – TAX SHELTERED ANNUITY

The Superintendent shall establish and maintain procedures for employees to take advantage of federal law concerning tax-sheltered annuities.

SAU 39 Board Review: September 28, 2017

DM – CASH IN SCHOOL BUILDINGS

Money collected by school employees, student treasurers, or as noted in Policy DFEB shall be handled with good and prudent business procedures. All moneys collected shall be receipted, accounted for, and deposited without delay.

Money shall only be left overnight in schools when secured in a locked container, such as a safe, desk, or cabinet. The principal shall provide for making bank deposits when accumulated funds exceed \$1,500, but at least weekly regardless of the amount.

SAU 39 Board Review: September 28, 201

DN – SCHOOL DISTRICT PROPERTIES DISPOSAL

The Board authorizes disposition of obsolete items according to the following priority actions and with release of liability:

1. By selling to the highest bidder or transacting in the best interest of the school district.
2. By donating to charitable organizations and schools.
3. By giving such items to local citizens.
4. By removing to a town dump or transfer station.

Sale of real estate will be by the vote of the school district at an annual or special school district meeting.

SAU 39 Board Review: September 28, 2017

AMHERST, MONT VERNON, & SOUHEGAN POLICY

EEAA- VIDEO SURVEILLANCE ON SCHOOL PROPERTY

The Board authorizes the use of video surveillance devices on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent, with recommendations from the School Board, will approve appropriate locations for surveillance devices.

Signs will be posted on school buildings to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook.

Live surveillance is not the intended purpose of the cameras. Live surveillance is acceptable, only, with permission from the Superintendent or his/her designee.

The Superintendent of Schools, or his/her designee, may authorize archived viewings of recordings. All video recordings may be retained for a period up to thirty (30) days, unless the superintendent determines that the recording is relevant to a disciplinary proceeding.

Videos containing evidence of a violation of student conduct rules and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or applicable law. Any release or viewing of the video will be in accordance with the law or Board policy.

Recordings of video surveillance devices may be reviewed by the Superintendent or his/her designee for discipline and evaluation purposes with the aforementioned permission of the Superintendent. If disciplinary action is taken as a result of the recordings of video surveillance devices, the parent/guardian of the student may request to view the recordings of the video surveillance devices with the Superintendent or his/her designee.

Video recordings may become a part of a student's discipline record or a staff member's personnel record. The district will comply with all applicable laws related to record maintenance and retention.

See also policies EEA, EEAE, EEAEC & BCC

Legal References:

20 U.S.C. Family Educational Rights and Privacy Act (FERPA)

34 C.F.R. 99, Family Educational Rights and Privacy Act Regulations

SAU 39 Board Review: September 28, 2017

TOBACCO PRODUCTS BAN

USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN ALL SCHOOL FACILITIES AND ON SCHOOL GROUNDS

No person shall at any time use any tobacco product in any facility maintained by the school district, or on any of the grounds of the district. Tobacco products include, but are not limited to: cigarettes, cigars, snuff, smokeless tobacco, E cigarettes, vaporizers, liquid nicotine, liquid non-nicotine products used as a tobacco substitute, and tobacco paraphernalia in any other form.

Facility is any enclosed place or portion of such place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the district. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

Signs will be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal, or designees, to initially enforce this policy by requesting that any person violating this policy immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designees may call the Amherst Police Department who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

STUDENTS

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle, anywhere on school grounds maintained by the District, or at any school-sponsored event.

Enforcement of this prohibition shall initially rest with the building principal, or designees who report any violation to the Amherst Police Department. In accordance with state law, these officials shall then be responsible for all enforcement proceedings and applicable fines and penalties.

In addition to whatever criminal penalties or fines may result from a violation of this policy, any student who violates this policy is also subject to disciplinary action by school officials. Regulations (JICG-R) will be established which cover the disciplinary action to be taken for violation of this policy.

EMPLOYEES

No employee shall at any time use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the school district.

Initial responsibility for enforcement of this prohibition shall rest with the building principal or designees. The principal may report violations to the Amherst Police Department. In accordance with state law, these officials shall then be responsible for all enforcement proceedings and applicable fines and penalties.

In addition to any applicable fines or penalties which may result from enforcement of these prohibitions by law enforcement officials, any employee who violates this policy is subject to disciplinary action, which may include warning, suspension, and dismissal. The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy.

ALL OTHER PERSONS

No visitor shall at any time use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the district.

Responsibility for enforcement of this prohibition shall rest with all school district employees who may report violations to the Amherst Police Department. In accordance with state law, Amherst law enforcement officials shall then be responsible for all enforcement proceedings and applicable fines and penalties.

SAU 39 Board Review: September 28, 2017

SAU 39 Board Review: November 15, 2016

AMHERST, MONT VERNON & SOUHEGAN POLICY

CA - ADMINISTRATION RESPONSIBILITIES

Proper administration of the schools is vital to a successful educational program. The general purpose of the Administration shall be to coordinate and supervise, under the policies of the School Administrative Unit and each Board, the creation and operation of an environment in which students learn most effectively. Administrative duties and functions should be appraised in terms of the contribution made to improving instruction and learning. The Board shall rely on its chief executive officer, the Superintendent, to provide at the District level the professional administrative leadership demanded by such a far-reaching goal. Vision, initiative, resourcefulness, and wise leadership -- as well as consideration and concern for staff members, students, parents, and others -- are essential for effective administration.

The Superintendent, each principal, and all other administrators shall have the authority and responsibility necessary for his/her specific administrative assignment. Each shall likewise be accountable for the effectiveness and efficiency with which the administrative assignment is carried out. The SAU 39 Board shall be responsible for specifying in writing requirements and expectations of the Superintendent (see Policy CBI) and evaluating how well those requirements and expectations have been met. In turn, the Superintendent shall be responsible for clearly specifying requirements and expectations in writing for all other administrators and evaluating how well requirements and expectations have been met.

In addition to the annual goals set with the SAU or School District Board, the major duties of administration shall be:

1. To manage the SAU's or District's various departments, units, and programs effectively and efficiently in a manner consistent with SAU and District goals.
2. To provide professional advice and counsel to **the** Board(s) and to advisory groups established by Board actions. Where feasible, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending appropriate action from among the alternatives.
3. To implement the management function to assure the best and most effective learning programs, by (a) providing leadership in keeping abreast of current educational developments; (b) arranging for the staff development necessary to facilitate the establishment and operation of learning programs that better meet the needs of all learners; (c) coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials; and (d) providing decision making access to staff, students, parents, and others for school improvement ideas, and (e) implementing procedures to ensure that the differing needs and talents of students are fully considered when planning educational programs.

Legal References:

N.H. Code of Administrative Rules
Section Ed. 302, Duties of School Superintendents
Section Ed. 303, Duties of School Boards
Section Ed. 304; Duties of School Principal
Section Ed. 306.04(a)(6), Policy Development: Meeting the Instructional needs of each Student with different talents.

SAU 39 Board 2nd Review with changes: November 14, 2017

SAU 39 Board Review: Revision Recommended October 26, 2017

Adopted: January 10, 2008

First Read Policies from May 2018 and Dec 2018 SAU Meetings

JLCE/EBBC - EMERGENCY CARE AND FIRST AID

Category: Priority/Required by Law

School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

The school will obtain at the start of each school year emergency contact information of parents or legal guardian for each student and staff member. See appendix JLCE-R for the form.

First Aid:

The school nurse or specially trained staff members shall assist in the treatment of injuries or emergency situations.

Building administration will ensure that at least one other person on staff, aside from the school nurse, has current first aid, cardiopulmonary resuscitation (CPR), and Automatic External Defibrillator (AED) certification. If the school nurse or licensed practical nurse is not available, any person who has current first aid, CPR, or AED certification is authorized to administer the same as needed.

Oxygen:

The school nurse or specially trained staff members have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

Medications:

The school nurse or other designated personnel may administer medications to students in emergency situations, provided such personnel has all training as is required by law. Such medications may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law. The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

Epinephrine:

The school nurse or specially trained staff members may administer epinephrine to any student in case of a medical emergency, if available and if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians.

Naloxone/Narcan and Opioid Antagonists:

The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists, if stored on site, will be available during the regularly scheduled school day. They may be available at other times at the discretion of the

Superintendent.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location, consistent with the manufacturer's instructions.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

Records related to the administration of such medication shall be made and maintained by the school nurse. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

Reporting:

For significant injuries, the school personnel or supervising adult witnessing the event must fill out an accident report, which must be submitted to administration so that he/she is informed and a basis is established for the proper processing of insurance claims and remediation if necessary.

Legal References:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

RSA 200:44-a, Anaphylaxis Training Required

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Space or Nebulizer Ed 306.04(a)(21), Emergency Care For Students And School Personnel Ed 306.12, School Health Services

Appendix: JLCE-R

SAU 39 Board Review: May 31, 2018

KFA - PUBLIC CONDUCT ON SCHOOL PROPERTY

(Download policy)

Category: Recommended

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

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

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

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

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

Legal References:

RSA 193:11, Disturbance

RSA 635:2, Criminal Trespass

SAU 39 Board Review: May 31, 2018

JICI - WEAPONS ON SCHOOL PROPERTY

Category: Priority/Required By Law See Also: KFA

Guns and Firearms - Students:

Any student who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property. Local law enforcement authorities will be notified of any student who brings ammunition to a safe school zone.

All students will receive written notice of this policy at least once each year.

Other weapons:

For the purposes of this policy, "weapon" includes but is not limited to: slung shot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24).

"Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike.

Violations of this policy could result in both school disciplinary action and notification of local law enforcement authorities.

Members of the public who violate this policy may be reported to local law enforcement authorities, if possession of the weapon is used in a threatening, harassing or intimidating manner.

General:

The superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public. For example, discovery of unattended guns, firearms, other weapons, or ammunition will be reported to local law enforcement authorities.

Legal References:

18 U.S.C. § 921, Et seq., Firearms

20 U.S.C. § 7151, Gun-Free Schools Act

RSA 193:11, Disturbance

RSA 193-D, Safe School Zones

RSA 193:13, Suspension and Expulsion of Students

NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process Appendix JICD-R

Appendix JICI-R

Revised: April 2013, April, 2010, May 2006, February 2005, November 1999,

SAU 39 BOARD REVIEW: May 31, 2018

Amherst, Mont Vernon, and Souhegan Policy

GCFA – CONDITIONAL OFFER OF EMPLOYMENT

When a situation arises, prior to a school board meeting, where the Superintendent judges it is in the best interests of the District to make a conditional offer of employment to a candidate, the School Board allows the Superintendent to make such an offer. This offer shall be contingent upon the School Board’s vote to approve the nomination at a subsequent meeting.

ADB - DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS

The School District will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 and the Drug-free workplace requirements for Federal contractors, 41 U.S.C. §701. In compliance with these requirements, the District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
2. Provide a drug-free awareness program to inform employees about:
 - a. The dangers of illicit drugs in the workplace;
 - b. The District's policy of maintaining a drug-free workplace;
 - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and
 - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
4. Establish the following as grounds for disciplinary action:
 - a. Working under the influence of alcohol or illegal drugs, no matter where consumed.
 - b. Having an unsealed container of alcohol or consuming alcohol on School property. (Any employee who finds any type of container of alcohol on School property should report it to the administration immediately.)
 - c. Possessing or distributing controlled substances on School property.
 - d. Consuming, possessing, or distributing alcohol or illegal drugs at official school functions not on school property.
5. Alert the local law enforcement agency of suspected violations of the policy.
6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
 - a. Suspension
 - b. Termination of employment
 - c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a biennial review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.

Legal References:

RSA 193-B, Drug Free School Zones

41 USC Section 701 Et. seq., Drug-free workplace requirements for Federal contractors

Public Law 101-226, Drug-Free Schools and Communities Act Amendments of 1989

Revised: April 2010

Revised: February 2004

Revised: July 1998

ADOPTED: June 1993

REVISED: July 17, 2003

REVISED: January 4, 2017

REVIEWD: December 2018

SAU #39

BDA - BOARD ORGANIZATIONAL MEETING

1. The School Board shall hold an organizational meeting within one month of the School District Meeting. The meeting shall be called by the Superintendent of Schools, who shall preside during and until the election of a Chairperson.
2. The new Chairperson of the School Board shall take office upon election. The School Board shall then elect a Vice-Chairperson and a Secretary.
3. All officers of the School Board shall hold office until the next annual organizational meeting or until their successors are elected.
4. Whenever there is a vacancy in the office of the Chairperson, Vice- Chairperson, or Secretary, the School Board shall elect a new officer to fill the vacancy during the unexpired term of office provided that all members of the Board have been notified prior to the meeting that the vacancy will be filled at such meeting. Any member of the School Board is eligible to fill a board office vacancy. In the event the Board member elected to fill the vacancy already holds another Board office, the board member shall relinquish his or her initial office and elections for the newly created vacancy will commence.
5. Election of officers shall be by nomination from School Board members. A majority vote of the members of the School Board, by show of hands in Open Session, shall be required for election.
6. The assignment of board members to committees will also be made at the organizational meeting, or at any subsequent meeting.

Legal Reference:

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

ADOPTION: 6/8/92**Reviewed: December 2018**

SAU #39

BEA - REGULAR BOARD MEETINGS

Category: Recommended

Notice of all board meetings will be posted in accordance with the provisions of RSA 91-A. The Superintendent is authorized to post notice of the meeting on the District website. Minutes of all meetings will be taken and provided in accordance with the provisions of RSA 91-A.

All meetings shall be open to the public. Agendas will be established per Board Policy BEDH. The Board reserves the right to amend the agenda during the meeting, upon majority vote. Public comments will be allowed per Board Policy BEDH.

Additional meetings may be scheduled at the call of the Chair. Emergency meetings may be called in accordance with the provisions of RSA 91-A:2 .

A majority of the Board shall constitute a quorum. Provisions for meeting a quorum are established in Board Policy BEDC.

The School Board recognizes that the consistent attendance of Board Members at Board Meetings is essential for the efficient, effective operation of the Board's duties as well as fulfilling our individual obligations as elected officials.

Legal References:

RSA 91-A, Access to Public Records and Meetings

N.H. Code of Administrative Rules, Section Ed. 303.01(f), Substantive Duties of School Boards

Adopted: February 2, 2017

BEC - NON-PUBLIC SESSIONS

The Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. Upon motion, the vote to enter non-public session will be a recorded roll-call vote made in public session. The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory reason(s) for entering non-public session.

The Board shall record minutes of all non-public sessions. Non-public session minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The Board will only vote to seal minutes of non-public sessions if divulging such information would:

1. Adversely affect the reputation of a person other than a member of the Board;
2. Render a proposed board action ineffective; or
3. Thwart safety considerations pertaining to terrorism or other emergency functions of the Board.

Board members will refrain from publicly discussing matters that were discussed in a non-public session.

The Superintendent or his/her designated representative may attend all non-public sessions at the pleasure of the Board, except those non-public sessions that pertain to the Superintendent's employment.

Legal References:

RSA 91-A:3, Non-Public Sessions

RSA 91-A:4, Minutes and Records Available for Public Inspection

RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality

ADOPTED: April 6, 2017
 Reviewed: December 2018

SAU #39

BEDC — Quorum

Board members unable to attend a meeting in person may communicate via electronic means in accordance with Policy BEA and RSA 91-A:2, III. However, in all circumstances, a quorum shall only be met when more than $\frac{1}{2}$ of the qualified members of the board are physically present at the meeting, except for emergency meetings as set forth in RSA 91-A:2, III(b).

ADOPTED: June 4, 2018

Reviewed: December 2018

SOUHEGAN POLICY

BED H – PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

The School Board encourages and welcomes public attendance and participation of all board meetings:

1. All meetings of the board, for the official transaction of business, shall be open to the public; however, the board may, by majority vote, meet in nonpublic session per RSA 91 -A.
2. Portions of the open meeting will be allotted to receive comments from citizens as noted on the meeting agenda. Issues which require an extended period of time may be deferred to the next business meeting, or to a special meeting called by the board. The Chairperson may set a time limit on the length of the public comments portion of the meeting.
3. Citizens who wish to address the board are encouraged to notify the Chairperson, or Superintendent, at least 48 hours prior to the meeting so that the board may be better prepared to offer assistance or to respond to the comment, question, or concern.
4. Public comments on agenda items may be allowed or terminated as follows:
 - A. A member of the board may request the Chairperson to determine whether the board wishes to hear from citizens on the subject. The Board will neither hear personal complaints about school personnel nor complaints regarding any person connected with the school system.
 - B. The Chairperson may rule that adequate discussion has been heard. If the ruling of the Chairperson is challenged by a member, the board must be polled with the vote of the majority prevailing.

Legal Reference:

RSA 91-A:3, Public Records and Meeting; Non-Public Sessions

Reviewed:	December 2018
Revised:	October 5, 2017
Adopted:	February 27, 1990

BG - BOARD POLICY PROCESS

Category R

The Board will develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of our public schools.

The Board considers policy development its chief function, along with providing the resources such as personnel, buildings, materials, and equipment for the successful interpretation and evaluation of its policies.

Policies are principles adopted by the Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to School District personnel.

It is the Board's intention that its policies serve as sources of information and guidance for all people who are interested in, or connected with, the public schools.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future Boards. The Board will welcome suggestions for ongoing policy development from citizens, students, and staff in the District.

Action on such proposals, whatever their source, is taken finally by the Board after receiving the recommendation of the Superintendent. The Superintendent bases his/her recommendations upon the outcomes of study and upon the judgment of the professional staff and appropriate study committees. The Superintendent shall seek counsel of the School Attorney when there may be a question of legality or proper legal procedure in the development of a proposed School Board policy.

Reviewed: December 2018
 Revised: February 2, 2017
 Adopted: June 21, 2007

Policies First Read from May 23rd 2019 SAU Meeting

DBF – BUDGET REVIEW / HEARING / ADOPTION

The budget will be made available to the budget advisory committee, the press, and the public at the same time the Superintendent presents the budget to the board.

The budget shall be presented through public hearings and adopted as prescribed by the applicable RSAs.

DBI – BUDGET IMPLEMENTATION

The Superintendent will establish procedures for budget implementation, control, and reporting.

RSA 32:10, Transfer of Appropriations

NH Code of Administrative Rules Section Ed. 302:02 (e) (j) (o,) Substantive Duties of the Superintendent

DBJ – TRANSFER OF APPROPRIATIONS

It is the intent of the Board to limit its spending to the amount specified for each functional area. However, transfer of funds between functional areas may be permitted if approved by the Board upon request from the Superintendent. Excess funds may not be transferred from the unemployment compensation line item.

All transfers will be in accordance with the requirements of RSA 32:10 and implemented by internal procedures set forth by the Superintendent.

RSA 32:10, Transfer of Appropriations

RSA 282-a:71, III, Unemployment Compensation

EHB – DATA/RECORDS RETENTION

Related Policies: EH, EHAB, JRA, & JBJ

See also: EHB-R (Records Retention Schedule)

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations, and also addresses retention/destruction of all other records which are not subject to specific statutes or regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

This policy shall apply to all district records, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc.

A. Special Education Records

1. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
2. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
3. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
5. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
6. The District shall provide public notice of its document destruction policy at least annually.

B. Litigation Hold

On receipt of notice from legal counsel representing the District in that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.

C. Right-to-Know Request Hold

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from legal counsel representing the District authorizing destruction of the records has been received.

RSA 91-A, Right to Know Law

RSA 189:29-a, Records Retention and Disposition

NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention

NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention

NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements

20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)

EHB-R – LOCAL RECORDS RETENTION SCHEDULE

See Board Policy: EHB

Related Policies: EH, EHAB, JRA, and JBJ

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc.

A. Special Education Records

1. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
2. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
3. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
5. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
6. The District shall provide public notice of its document destruction policy at least annually.

B. Litigation Hold

On receipt of notice from legal counsel representing the District that a litigation hold is required, the routine destruction of governmental records, including paper and electronic records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the district has received a written directive from the attorney representing the district authorizing resumption of the routine destruction of those records.

C. Right-to-Know Request - Hold

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt, the requested material shall be preserved for no less than 90 days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from the attorney

representing the District authorizing destruction of the records has been received.

D. Electronic Records

For legal purposes, electronic records and communications are no different than paper documents. The state law on preservation of electronic records, RSA 33-A:5-a Electronic Records, does not explicitly apply to school districts, but does provide guidance: "Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper or microfilm, or stored in portable document format/archival (PDF/A) on a medium from which it is readily retrievable. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by [Superintendent as the party] responsible for the records. The [Superintendent] is responsible for assuring the accessibility of the records for the mandated period." [Italics represent modified language to reflect Superintendent's responsibility for record retention and access.]

E. Retention Period Schedule

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc.

Type of Record	Retention Period	Statute, Rule, or other legal authority <i>If none listed, retention period is a recommendation (see end note)</i>
Business Records		
Accident Reports - Employee	Term of employment, plus 6 years	
Accident Reports - Student	Age of majority, plus 6 years	
Accounts Receivable	Until audited, plus 1 year	RSA 33-A:3-a
Annual Audit	Permanent	RSA 33-A:3-a (10 years)
Annual Report (District), Warrants, Annual Meeting Minutes, Budgets (District & SAU)	Permanent	RSA 33-A:3-a
Application for Federal Grants	5 years	20 U.S.C. 1232f., (three years after the completion of the activity for which the funds are used) other authorities may apply
Architectural Plans	Permanent	

Type of Record	Retention Period	Statute, Rule, or other legal authority <i>If none listed, retention period is a recommendation (see end note)</i>
Asbestos Removal	Permanent	
Bank Deposit Slips	6 years	RSA 33-A:3-a
Bonds and continuation certificates	Permanent	RSA 33-A:3-a (expiration plus 2 years)
Budget Worksheets	End of budget year, plus 1 year	
Cash receipts, disbursement records, checks	Until Audited and at least 6 years after last entry	RSA 33-A:3-a
Child Labor Permits	1 year	
Work-study	3 years from date of enrollment	29 C.F.R. §570.37
Construction Contracts, Capital projects, fixed assets that require accountability after acquired*	Life of contract, building, asset plus 20 years	RSA 33-A:3-a (Life of project/asset)
Engineering Surveys	Permanent	
Unsuccessful bids	Life of contract plus 3 years	RSA 33-A:3-a (Completion of project, plus one year)
Certified Educator	Permanent	
COBRA Notices	6 years from date of issue	42 U.S.C. 300bb-1, <i>et. seq.</i> (3 years) ERISA 29 U.S.C. §1027 (6 years)
Collective Bargaining Agreements	Permanent	
Correspondence for Business transactions*	Life of subject matter plus 4 years	
Correspondence - General	3 years or longer when historic/useful	
Correspondence Transitory	As needed for reference	RSA 33-A:3-a
Deeds	Permanent	
District Meeting Minutes & Warrant	Permanent	

Type of Record	Retention Period	Statute, Rule, or other legal authority <i>If none listed, retention period is a recommendation (see end note)</i>
Insurance policies	Permanent	RSA 33-A:3-a
Notes (loan documents)	Until paid, Audited, plus 3 years	RSA 33-A:3-a
Student Activities Records/Accounts	Until Audited, plus 6 years	RSA 33-A:3-a (bank deposit slips and statements 6 years)
Enrollment Reports: Fall Reports A12A (RSA 189:28)	Permanent	
Enrollment Reports: Pupil Registers	Permanent	RSA 189:27-b
Enrollment Reports: Resident Pupil Membership Forms	14 years	
Enrollment Reports: School Opening Reports	3 years	
Enrollment Reports: Statistical Report A-3 (RSA 189:28)	Permanent	
Federal Projects Documents	5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit	Review specific project/grant program requirements. 20 U.S.C. 1232f, (three years after the completion of the activity for which the funds are used), other authorities may apply
FICA Reports – monthly	7 years	
Fixed Trip Requests/Confirmation	1 year	
Fixed Assets Schedule	Permanent/as updated	
Form C-2 Unemployment	6 years	
Wage Report (DES 100)	6 years	
Invoices*	3 years*	Until Audited, plus 1 year

Type of Record	Retention Period	Statute, Rule, or other legal authority <i>If none listed, retention period is a recommendation (see end note)</i>
MS-22 Budget Form	6 years	
MS-23 Budget Form	6 years	
MS-25 Budget Form	Permanent	
Minutes of Board Meetings, Board Committees	Permanent	RSA 91-A:2, II, RSA 33-A:3-a
Purchase Orders*	Until Audited, plus 1 year	
Request for Payment Vouchers*	Until Audited, plus 1 year	
Requisitions*	Until Audited, plus 1 year	
Retirement Reports – Monthly	1 year	
Timecards: Bus Drivers	5 years	Lab 803.03. Notification and Records no less than 4 years
Timecards: Custodial	5 years	Lab 803.03. Notification and Records no less than 4 years
Timecards: Secretarial	5 years	Lab 803.03. Notification and Records no less than 4 years
Timecards: Substitute Teachers pay slips	5 years	Lab 803.03. Notification and Records no less than 4 years
Payroll Records	6 years	RSA 33-A:3-a Audited, plus 2 year 29 C.F.R. §1627.3 (3 years) ADEA: 29 U.S.C. §626, 29 CFR Part 1602 (2 years from job action); 29 C.F.R § 825.500 FMLA, 29 U.S.C.§2616, 3 years
Travel Reimbursements*	3 years*	Until Audit, plus 1 year
Treasurer’s Receipts – canceled checks	6 years	
Treasurer’s Report	6 years	

Type of Record	Retention Period	Statute, Rule, or other legal authority <i>If none listed, retention period is a recommendation (see end note)</i>
Vocational Education: AVI Forms	1 year	
Vocational Education: Vocational Center Regional Contracts	20 years	
Vocational Education: Federal Vocational Forms*	6 years	
Vouchers Manifests*	Until Audit, plus 1 year	
Tax Forms: W-2's, 1099 *	7 years	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2)(tax advisors say 7 years)
Tax Forms: W-4 Withholding Exemption Certificate	7 years	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)
Tax Forms: W-9	7 years	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)
Tax Forms: 941-E Quarterly Taxes	7 years	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)
Personnel Records	Term of Employment, plus 50 years	RSA 33-A:3-a. Retirement or termination, plus 50 years
Application for employment - Successful	Term of Employment, plus 50 years	RSA 33-A:3-a Unsuccessful applicants: current year, plus 3 years.
Attendance Records: Leaves	3 years	Family Medical Leave Act – 3 years

Type of Record	Retention Period	Statute, Rule, or other legal authority <i>If none listed, retention period is a recommendation (see end note)</i>
Attendance Records: Request for Leaves	1 year	
Class Observation Forms	1 year	
Criminal Record Check: No criminal record	Destroy immediately after review	RSA 189:13-a (Superintendent only)
Criminal Record Check: Criminal record	Destroy within 30 days of receipt	RSA 189:13-a (Superintendent only)
Civil Rights Forms, Discrimination claims, accommodation under ADA, information used for EEO-5 report, EEO-5 report	6 years	29 C.F.R. §1602.40; 42 U.S.C. 12117; 42 U.S.C. § §§ 2000e-8-2000e-12; 42 U.S.C. § 2000ff-6; (final disposition, 2 years, 3 years)
Deferred Compensation plans	7 years	RSA 33-A:3-a
Dues Authorization	Term of Employment, plus 50 years	RSA 33-A:3-a. – Personnel record
Employment test papers with results	One year from date of personnel action	29 C.F.R. §1627.3
Evaluations	Term of Employment, plus 50 years	RSA 33-A:3-a. – Personnel record
HIPPA Documentation	Term of Employment, plus 50 years	RSA 33-A:3-a. – Personnel record HIPPA: 45 C.F.R. §164,316(b) & .530(j) – 6 years. HITECH 42 U.S.C. §17938
Labor-PELRB actions	Permanent	RSA 33-A:3-a
Labor Negotiations	Permanent	RSA 33-A:3-a
Legal Actions - lawsuits	Permanent	RSA 33-A:3-a
Medical Benefits Application	Term of Employment, plus 50 years	RSA 33-A:3-a. – Personnel record

Type of Record	Retention Period	Statute, Rule, or other legal authority <i>If none listed, retention period is a recommendation (see end note)</i>
Medical exams, Physical examinations used for personnel action	Term of Employment, plus 50 years	29 C.F.R. §1627.3(One year from date of personnel action) RSA 33-A:3-a. – Personnel record 29 C.F.R. §1910.1020 (term of employment plus 30 years)
Oaths of Office	Permanent	RSA 33-A:3-a Term, plus 3 years
Promotion, demotion, transfer, selection for training, layoff, recall, or discharge	Term of Employment, plus 50 years	29 C.F.R. §1627.3 (1 year from date of action) RSA 33-A:3-a. – Personnel record
Recruitment Documents	One year from date of personnel action	29 C.F.R. §1627.3
Re-employment Letter of Assurance	Term of Employment, plus 50 years	RSA 33-A:3-a. – Personnel record
Retirement application	Term of Employment, plus 50 years	RSA 33-A:3-a. – Personnel record
School Bus Driver Drug Tests – positive results & records of administration of test	5 years	49 C.F.R. §382.401; 49 C.F.R. § 40.333
School Bus Driver Drug tests – negative & cancelled	1 year	49 C.F.R. §382.401
Separation from Employment Form/Letter	Term of Employment, plus 50 years	RSA 33-A:3-a. – Personnel record
Settlement agreements, even if in anticipation of a lawsuit	Permanent	RSA 91-A:4, VI (10 years)
Staff Development Plan	Term of Employment, plus 50 years	Term of Employment, plus 50 years
Substitute Teacher Lists	7 years	
Student Records:		

Type of Record	Retention Period	Statute, Rule, or other legal authority <i>If none listed, retention period is a recommendation (see end note)</i>
Applications for Free/Reduced Lunch	6 years	
Assessment Results	Permanent	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.
Attendance	Permanent	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.
Disciplinary Records	Term of Enrollment, plus 3 years	
Early Dismissal	1 year	
Emergency Information Form	1 year/as updated	
Grades	Permanent	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.
Health and Physical Records	Term of Enrollment, plus 3 years	
Immunization Record	Term of Enrollment, plus 3 years	
Log of requests for access to education records	As long as the education record is retained	FERPA 20 U.S.C. §1232g (b)(4)(A)
Medical Reports	Term of Enrollment, plus 3 years	
Registration Form	Term of Enrollment, plus 3 years	
Student Handbook	1 copy of each edition, Permanent	

Type of Record	Retention Period	Statute, Rule, or other legal authority <i>If none listed, retention period is a recommendation (see end note)</i>
Transcripts	Permanent	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.
Internal Records:		
Child Abuse Reports/Allegations	Permanent	
Criminal Investigation	Permanent	
Personnel Investigations	Permanent	
Sexual Harassment	Permanent	
Records Management, transfer to storage or disposal	Permanent	RSA 33-A:3-a (summary report of what category of records, for what range of dates, was put in storage or destroyed)
Vehicle maintenance	Life of vehicle, plus 3 years	RSA 33-A:3-a

* Note regarding records relating to federal funds (items marked with "*"): Before any records related to federal funds are destroyed the requirements of the General Education Provisions Act (GEPA) 20 U.S.C. 1232f shall be observed. Namely, that statute requires that district "shall keep records which fully disclose the amount and disposition by the recipient of [federal] funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit for three years after the completion of the activity for which the funds are used." Therefore, to the extent that the below schedule, or other authorities, suggest that a purchase order, with accompanying documentation, may need to be retained only until the records are audited, plus 1 year, if the purchase is in part or in whole with federal funds the record must be retained for three years after the completion of the activity for which the funds are used, a much longer period of time.

End Note: Where different retention periods are required or recommended by different sources of legal authority, the longest retention period is listed in the retention period column, but the shorter period is cited in the statute, rule, or other legal authority column with the source of legal authority.

The recommended retention periods, except where another statute or rule are cited, are based on the New Hampshire requirements for municipalities as set forth in RSA 33-a:3-a where a category of records is listed in that statute which is not addressed in school law, consideration of the civil statutes of limitation in New Hampshire, and the guidance last issued several years ago by the New Hampshire Department of Education.

The retention period is a minimum. Unless destruction is required by law, where governmental records have historical value or other considerations warrant retention, the records may be retained for a longer period or permanently.

KE/KEB- PUBLIC COMPLAINTS ABOUT SCHOOL MATTERS, PERSONNEL, EMPLOYEES, STUDENTS OR ADMINISTRATION

Any complaint presented to the Board about school matters, personnel, employees, students or administration, will be referred back to the Superintendent. The Board will not hear or review complaints until such complaints have first been brought forth through the appropriate and applicable administrative procedures and the Superintendent or his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint, which will interfere with its ability to serve as an impartial trier of fact in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the District under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the Superintendent, the individual who is the subject of the complaint may be advised of the nature of the complaint and may be given an opportunity for explanation, comment, and presentation of the facts. The Superintendent shall seek to resolve the matter and report to the Board.

The Board believes that complaints and grievances are best handled and resolved by the parties directly concerned. Therefore, the proper channeling of complaints and/or grievances will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. School Board

When any complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. If the member of the public will not personally present the complaint to the appropriate level, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent to be channeled appropriately.
2. If the person making a complaint at the Superintendent level believes that a satisfactory reply has not been received, he or she may request that the Board hear the complaint. The Board will hear and act upon the complaint only by majority vote. The Board may decline to act on any complaint which, in its sole judgment, would interfere with the Superintendent's ability to properly administer the district. If the Board does hear and act upon the complaint, all Board decisions shall be final.
3. If the Board decides, in accord with Paragraph Two, to hear and act upon a complaint that pertains to personnel, employee, student or administrative matters, it shall determine

whether the complaint shall be heard in public or non-public session in accord with RSA 91-A:3 and the laws pertaining to student and family privacy rights. The Board shall also determine whether it is appropriate to inform the individual who is the subject of the complaint of the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of the facts to the Board.

4. If the Superintendent is the subject of the complaint, the SAU #39 Board shall determine whether the complaint should be heard in public or non-public session in accord with RSA 91-A:3. The SAU #39 Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of the facts.

Souhegan High School	Student Personal Information	Academic Summary
412 Boston Post Road P. O. Box 1152 Amherst, NH 03031 Telephone: 603-673-9940 FAX: 603-673-0318 Principal: Website: www.sau39.org/shs	Sandy Jones Smith DOB: 3/7/2000 SASID: 123456789 Jack and Judy Smith 4 Main Street Amherst, NH 03031 Date of Graduation:	GPA: 3.75 Magna Cum Laude Score Scale 3.6-4.0: Exceeding Standards 3.0-3.5: Meeting Standards 2.0-2.9: Approaching Standards 1.0-1.9: Beginning Standards

Learning Experience	Course Score	Self-Direction Score	Communication Score	Collaboration Score	Creativity Score	Credit	Type
2015-2016							
ENGLISH 9	3.5	3	4	4	3	1	HONORS
HISTORY 9	3	4	4	4	4	1	
GEOMETRY	3	3	3	4	3	1	
SPANISH 1	3.5	2	2.5	4	4	1	
EARTH SCIENCE	3	4	4	4	4	1	
ART 1	3	3	3	4	3	0.5	
ADVISORY 9	3	2	2.5	4	4	0.5	
2016-2017							
ENGLISH 10	3.5	4	4	4	4	1	HONORS
HISTORY 10	4	3	3	4	3	1	
ALGEBRA II	4	2	2.5	4	4	1	
SPANISH II	3.5	4	4	4	4	1	
CHEMISTRY	4	3	3	4	3	1	HONORS
DRAMA	4	2	2.5	4	4	0.5	
ADVISORY 10	3	3	3	4	3	0.5	
2017-2018							
ENGLISH 11	3	4	4	4	4	1	HONORS
US HISTORY	3.5	3	3	4	3	1	
PRECALCULUS	3.5	2	2.5	4	4	1	
SPANISH III	3.5	4	4	4	4	1	
PHYSICS	4	3	3	4	3	1	VLACs
SOFTWARE DEVELOPMENT	3.5	2	2.5	4	4	1	INTERN
COMPUTER LITERACY	3	3	3	4	3	0.5	
ADVISORY 11	3	4	4	4	4	0.5	
2018-2019							
CURRENT COURSE ENROLLMENT	MS1	SM1	MS2	SM2			
AP English Language & Composition	3.3	3.1					
WOMEN'S STUDIES	2.1	3.1					
CALCULUS	3.1	3					
AP CHEMISTRY	3.6	2.9					
CAD MECHANICAL ENGINEERING	3.8	2.9					
I/S ADVANCED MARKETING	3.6	3.8					
ADVISORY 12	3.1	3.1					
Date:	Signature:						

Content Area Competencies			
ELA Competencies		Science Competencies	
Reading:Literature	3	Casual Relationships	3
Reading:Informational	4	Patterns of Scale, Structure, & Function	4
Writing	4	Energy, Matter & Systems	4
Language	3	Science Practices	3
Speaking & Listenening	4		
Social Studies Competencies		Mathematics Competencies	
Civics	3	Algebra	3
Communication	4	Geometry	4
Economics	4	Functions	4
Geography	3	Numbers & Quantities	3
History	4	Statistics & Probability	4
Thinking Critically	3		
World Language Competencies		Visual Arts	
Communication	2	Connection	4
Culture	4	Creating	4
		Presenting/Performing/Producing	3
		Responding	4
Music		Health	
Connecting	4	Health Ed Concepts	4
Creating	4	Health Ed Skills	4
Performing	3		3
Responding	4		

Additional Graduation Requirements	
Division One Exhibition	P
Junior Learning Project	P
JLP Thesis	
Post Graduate Plan	P
Senior Project	P
Senior Project EQ:	
Additional Information	
Community Service Hours	40
NH Scholars Awarded	