

New Hampshire State Board of Education  
Due to the COVID-19 State of Emergency, this meeting will be held telephonically.

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2. Conference pin: 125563#
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Thursday, May 14, 2020



## AGENDA

- I. **CALL TO ORDER – 9:00 AM**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC COMMENT** ~ Please submit written commentary to [Angela.Adams@doe.nh.gov](mailto:Angela.Adams@doe.nh.gov) to be published with the monthly meeting materials.
- IV. **COUNCIL for TEACHER EDUCATION (CTE)** ~ LAURA STONEKING, NHDOE, Administrator, Bureau of Educator Preparation and Higher Education
  - A. 2019 Peer Review: Annual Report
  - B. Master Professional Educator Preparation Program (PEPP) Roster
  - C. Southern New Hampshire University (SNHU) Amendment to Recent Substantive Change
  - D. Plymouth State University (PSU) Extension Request
    - 1) 3-month Extension (5/31/20-8/31/20) for 11 PEP programs
    - 2) 1-year, 9-month Extension (5/31/20-2/28/22) for 4 PEP programs
- V. **LEGISLATIVE UPDATES** ~ AMANDA PHELPS, NHDOE, Administrative Rules Coordinator
  - A. INITIAL PROPOSAL ~ Remote Instruction – Basis Instructional Standards and School Year (Ed 306. 14 and Ed306.18(a)(7).
- VI. **PUBLIC SCHOOL APPROVAL** ~ NATE GREENE, NHDOE, Administrator, Bureau of Educational Opportunities
  - A. School Year Waiver Requests in response to the COVID-19 State of Emergency ~
- VII. **NONPUBLIC SCHOOL APPROVAL** ~ SHIREEN MESKOOB, NHDOE, Bureau of Educational Opportunities
  - A. Commissioner's Nonpublic School Approval Designation Renewal Report
- VIII. **CHARTER SCHOOL REPORTS/UPDATES** ~ JANE WATERHOUSE, NHDOE, Charter School Administrator
  - A. Amendment to Northeast Woodlands Public Charter School's Charter ~ JESSE BADGER, Chairman, Board of Trustees
- IX. **COMMISSIONER'S UPDATE**
- X. **OPEN BOARD DISCUSSIONS**

XI. OLD BUSINESS

XII. TABLED ITEMS

A. Capital City Public Charter School Status Change Request

XIII. CONSENT AGENDA

A. Meeting Minutes of April 9, 2020

B. Rollinsford School District Withdrawal from SAU #56 Approved by Voters

C. Strafford School District Withdrawal from SAU #44 Approved by Voters

D. Timberlane School District Withdrawal from SAU #55 Approved by Voters

XIV. NONPUBLIC SESSION

XV. ADJOURNMENT – 2:00 PM

**Summarize: What improvements or revisions did the IHE make to programming this past year? Please respond to goals and priorities from last year's report.**

Antioch	Franklin Pierce	Granite State	Keene State	NHIA	NEC	NHTI	SNHU	St Anselm	UNH	UVEI
Implemented and evaluated a new delivery model for Elem. Ed certification	<p>Developing tools to collect data and reconfiguring staffing to engage with data</p> <p>Increased Praxis CORE support for candidates</p> <p>Consolidating programs into one campus.</p>	<p>Refinements to student support. Assigning a faculty advisor to each supported student (using a more formal tracking of student observation scores).</p> <p>Developed a process for reviewing and critiquing course materials; which faculty are meeting regularly to discuss</p> <p>Revised approach to Lead and Field placement faculty meetings.</p>	<p>CAEP accreditation</p> <p>EPP restructuring from 3 schools to two; staffing changes</p> <p>Collaboration with NH school districts to develop programs - clinical practice improvement in development of partnerships</p> <p>Continue to support / expand TCAP support for students and integration into the program approval process</p> <p>Streamlining of <i>Livescan</i> fingerprinting station for background check</p>	<p>Merge with NEC;</p> <p>Course redesign to accommodate competency assessment.</p>	<p>Merger between NEC and NHIA.</p>	<p>Added Computer Science</p> <p>Improvements to clinical practice documents and handbooks.</p> <p>Received three grants to support career changes, professional learning for first-year teachers and PD for partner schools.</p> <p>Many community and K-12 initiatives.</p>	<p>Improvements focused on early clinical experiences and field-based coursework.</p>	<p>Administrative changes that included 1 FTE for Department Chair and 1 FTE for Director of Teacher Education.</p> <p>Discontinued Latin and added Computer Science.</p> <p>Process for communication of misdemeanors to help students address background checks.</p> <p>Combined Admin Assistant and Data Manager to TEP Coordinator.</p> <p>Improvements and adjustments to candidate dispositions.</p> <p>Created advisory board to strengthen school-college partnerships.</p>	<p>Strengthen the coherence and capacity of adjunct professors.</p> <p>Implementation of the undergraduate dual major in Education Studies.</p> <p>Key Assessments uploaded into <i>TaskStream</i> in order to monitor student progress.</p> <p>Continue the work of the Advisory Committee.</p> <p>Researching a teacher prep 4 year certification track (with one year of student teaching)</p>	<p>Evaluated rigor of programs in relation to other graduate-level teacher education programs to inform increases of rigor as needed in areas of assessment of instruction for candidates' pedagogical and analytical reflection - informed eligibility report for NECHE</p> <p>Migration of performance assessments, rubrics, competency progress reviews into <i>JumpRope</i> (previously utilized Google forms and sheets)</p> <p>Grant-funded Initiative for Collaborative Learning - to look at problems of practice related to "Teaching for Deeper Learning" - grant will continue in year two with a convened network of educators</p> <p>High placement rate (100%) for program completers - UVEI is confident that graduates are accomplished beginning teachers</p> <p>Faculty research was published in the journal <i>Teacher Education Quarterly</i> on the relationship between TCAP performance and early career teacher learning</p> <p>Curriculum and Administrator program approved</p>

**Summarize: What innovative practices and successes are noteworthy from the past year?**

Franklin Pierce	Granite State	Keene State	NHIA	NEC	NHTI	SNHU	St Anselm	UNH	UVEI
<p>Advisory training for grad advisors.</p> <p>Monthly communication meetings between students, faculty, staff.</p> <p>Faculty member part of IDEAL cohort</p>	<p>Committed to Open Education projects, increasing the adoption of Open Education Resources.</p> <p>Second year of an advisory board encompassing multiple stakeholders. Which provides feedback on tools and helps guide goals and direction.</p>	<p>New Hampshire Alliance for College Readiness Grant</p> <p>Social Studies Education program - coordinator of program was facilitator at 8th Annual International Peace week, Justice for Transnational Human Rights Violations at the Crossroads of Litigation, Policy and Scholarship conference @ Oxford University</p> <p>Three methods students designed and wrote lesson plans in collaboration with Civil Rights and Restorative Justice Project at Northeastern University's Law School</p> <p>KSC's Epsilon Pi chapter of Kappa Delta Pi sponsored seventh annual Inspiring Conversations in Education conference</p> <p>Regional School Leadership Consortium continued work on consortium and curriculum for the Ed Leadership program - leadership academy project developed with Jaffrey Rindge Cooperative School District</p> <p>Cross-Cultural partnership with students in Belize - Elementary Education program</p> <p>Co-sponsored 3rd annual New Teachers retreat</p> <p>Continued development of the Next Steps NH and Beyond the Classroom websites with funding by NH DOE and Bureau of Special Education</p> <p>4th annual Southwest NH Summer Educators Institute - focus on mental health and trauma informed schools</p> <p>Work on CEEDAR - participation in steering committee of the NH Educator Effectiveness for Student Success initiative</p>	<p>Accommodate for competency assessment in courses'; course redesign for early fieldwork.</p>	<p>Use of Office 365;</p> <p>Development of comprehensive plan to support students;</p> <p>Creation of the new data analyst position.</p>	<p>Updating processes and forms is a huge achievement supporting consistency across all content areas.</p> <p>GRANTS for student teachers is incredibly noteworthy. This could serve as a model for other institutions.</p>	<p>Developed the Goulder Center for Innovative Practice focused on building PDS partnerships, increased research, creating and Innovation School.</p>	<p>Improvements of articulation agreements.</p> <p>Advisory board is helping to develop partnerships.</p> <p>Creation of a clinical capstone handbook.</p>	<p>2nd Cohort of Teacher Residency for Rural Education (TRRE). This requires exceptional commitment from faculty to the communities. True partnership models that inform their own continual improvement.</p> <p>Moving graduates from BEC to EEC.</p> <p>Graduate Certificate in Trauma-Informed Policy &amp; Practice.</p> <p>Focus on improving culturally rich experiences (field trips for credit)</p>	

**Summarize: Looking to the year ahead, what goals or priorities have you established for programming?**

Antioch	Franklin Pierce	Granite State	Keene State	NHIA	NEC	NHTI	SNHU	St Anselm	UNH	UVEI
<p>Replicate successful features of the Brattleboro partnership.</p> <p>Increasing enrollment for Early childhood licensure program; Expand PD work around play-based Kindergarten;</p> <p>Ongoing review of new delivery model for Elem. Ed. licensure.</p>	<p>Increased collaboration with local schools</p> <p>Revising and updating materials (handbooks)</p> <p>Looking at identifying new programs</p> <p>Ideas to better prepare interns for the job market; goals to address job readiness needs</p>	<p>Open Educational Resources continue to be a goal.</p> <p>Incorporate monthly scoring calibration with a focus on interrater-reliability</p>	<p>Continue work with CAEP</p> <p>Complete EPP restructuring</p> <p>Continue to work collaboratively with regional NH schools and the DOE to develop mutually beneficial programs</p>		<p>Implement, monitor and revise the new curriculum and assessment system using relevant data.</p>	<p>Seeking candidates for a CS degree.</p> <p>Additional clinical experiences to be embedded in a small school.</p> <p>Increase PD to partner schools</p> <p>Helping to support career changes.</p>	<p>Expanding the clinical MEd programs.</p> <p>Planning to offer a STEP micro credential.</p>	<p>Clinical Advisory Board</p> <p>Utilize <i>Canvas</i> regarding placement and collect documents for partner schools</p> <p>Implement disposition assessment tool</p>	<p>Development of a 4-year pathway due to high debt incurred by graduating students (feasibility study).</p> <p>Strengthen dual major in educational studies program.</p> <p>TRRE in Lakes Region</p>	<p>Continue work with Barnes Initiative for Collaborative Learning - focusing the network on increasing capacity of early childhood center leaders</p> <p>Promote candidates' metacognition and help them experience 'deeper learning' across all programs</p> <p>Pilot "Habits of Mind and Dispositions" self-assessment with candidates in the Principal program</p>

**Analyze: Based on its revisions, successes, and goals, what feedback or questions do you have for the institution (in service of its continuous improvement)?**

Antioch	Franklin Pierce	Granite State	Keene State	NHIA	NEC	NHTI	SNHU	St Anselm	UNH	UVEI
<p>We are excited to view findings from the review of the new Elem. Ed delivery model, and the implications for prioritizing areas of potential growth.</p>	<p>We would like to know more about progress on assessment tools and data. What kinds of data are you planning to collect and how do you plan to use the data for continuous improvement and program revision?</p> <p>We applaud the goals toward collaboration with career services.</p> <p>We are interested in hearing more about your specific goals for increased collaboration with school districts.</p> <p>We recognize the challenges of reorganizing and restructuring. We are looking forward to hearing more about your progress?</p>	<p>How are you going to measure the success and impact of your initiatives on candidate learning?</p> <p>Continue to work toward the systemic implementation of your initiatives.</p> <p>What's the process for communicating and getting faculty involved in initiatives?</p> <p>We are interested in learning about how the advisory board grows over time. What strategies are you using to ensure sustained engagement from various stakeholders?</p>	<p>Is <i>Livescan</i> fingerprinting station still being utilized, in light of background check changes?</p> <p>School Counseling program listed as 'on hold' - is the program now accepting new applications?</p> <p>Restructuring - will any stakeholders (K-12 partners, alumni) be brought in to look at the new restructuring efforts to make sure it will be successful long-term?</p>		<p>What are you experiencing as the Pros/Cons of using Office 365 for the collection, tracking and analysis of data?</p> <p>We commend the emphasis on support for students within the new data systems implementation.</p>		<p>Continue making progress on the recommendations on each annual report.</p> <p>In future reports, we'd like to see you discuss the results and challenges of the new M.Ed. options and STEP micro credential.</p> <p>Interested in knowing the impact of early field experiences on candidates success</p>	<p>Explain more about Q8 Professional Growth Plan.</p> <p>It would be interesting to hear how faculty are responding to dispositional evaluations.</p>		<p>What was the catalyst for making the change in student tracking and moving to JumpRope?</p> <p>How will <i>JumpRope</i> data be utilized for purposes of program assessment / candidate assessment?</p> <p>How will the effectiveness of the Initiative for Collaborative Learning be determined? What is the long-term goal beyond the current funding period? Will this lead to any program restructuring based on the success of candidates?</p>

# Master Professional Educator Preparation Program (PEPP) Roster

# IV, B

UNIVERSITY NAME	PROGRAM	notes	DATE EXP.	App. Type	Review/Option
New England College	Ed 612.01 Visual Art MAT (New Program at NHIA)		8/30/2023	F	DOE
New England College	Ed 612.04 Elementary Education (K-8) (B.A., Conversion)		8/30/2020	F	DOE
New England College	Ed 612.05 English Language Arts for Grades (5-12) (BA, M.ED, Conversion)		8/30/2020	F	DOE
New England College	Ed 612.05 Secondary English (5-12) (B.A., Conversion)		8/30/2020	F	DOE
New England College	Ed 614.04 School Principal (graduate)		8/30/2020	F	DOE
New England College	Ed 614.05 School Superintendent (graduate)		8/30/2020	F	DOE
New England College	Ed 612.07 Special Education Programs (BA, Conversion)		8/30/2020	F	DOE
New England College	Ed 612.18 Secondary Education Math 7-12 (B.A., Conversion)		8/30/2020	F	DOE
New England College	Ed 612.21 Physical Education (BA, Conversion)		8/30/2020	F	DOE
New England College	Ed 612.23 Science Program: General Requirements (B.A., Conversion)		8/30/2020	F	DOE
New England College	Ed 612.25 Life Sciences (7-12) (B.A., Conversion)		8/30/2020	F	DOE
New England College	Ed 612.28 Secondary Social Studies (5-12) (BA, Conversion)		8/30/2020	F	DOE
New England College	Ed 612.30 Theatre Education (BA, Conversion)		8/30/2020	F	DOE
Plymouth State University	Ed 614.02 Reading and Writing Specialist	08/2014 ext. '15	8/31/2018	expired	DOE
Plymouth State University	Ed 612.03 Early Childhood Education (BS)	08/2018 SBE	5/31/2020	C	CAEP
Plymouth State University	Ed 612.04 Elementary Education (K-8) (K-6) (BS, M.ED, Post Bac)	08/2018 SBE	5/31/2020	C	CAEP
Plymouth State University	Ed 612.05 English Language Arts for Grades 5-12 (BA, M.ED, Post Bac)	08/2018 SBE	5/31/2020	C	CAEP
Plymouth State University	Ed 612.06 English for Speakers of Other Languages (ESOL) (M.ED, Post Bac)	08/2018 SBE	5/31/2020	C	CAEP
Plymouth State University	Ed 612.07 General Special Education (M.ED, Post Bac, Ed.S)	08/2018 SBE	5/31/2020	C	CAEP
Plymouth State University	Ed 612.16 Health Education (BS, M.ED, Post Bac)	08/2018 SBE	5/31/2020	C	CAEP
Plymouth State University	Ed 612.18 Mathematics (7-12) (BS, M.ED, Post Bac)	08/2018 SBE	5/31/2020	C	CAEP
Plymouth State University	Ed 612.19 Digital Learning Specialist (M.ED, Post Bac)	08/2018 SBE	5/31/2020	C	CAEP
Plymouth State University	Ed 612.21 Physical Education (K-12) (BS)	08/2018 SBE	5/31/2020	C	CAEP
Plymouth State University	Ed 612.28 Social Studies for Grades 5-12 (BS, M.ED, Post Bac)	08/2018 SBE	5/31/2020	C	CAEP
Plymouth State University	Ed 614.04 School Principal (M.ED, Post Bac, Ed.S)	08/2018 SBE	5/31/2020	C	CAEP-NCATE
Plymouth State University	Ed 614.05 School Superintendent (Ed.S)	08/2018 SBE	5/31/2020	C	CAEP-NCATE
Plymouth State University	Ed 614.06 School Psychologist (M.ED)	08/2018 SBE	5/31/2020	C	CAEP-NCATE
Plymouth State University	Ed 614.11 Library Media Specialist (M.ED, Post Bac)	08/2018 SBE	5/31/2020	C	CAEP-NCATE
Plymouth State University	Ed 614.15 Special Education Administrator (M.ED)	08/2018 SBE	5/31/2020	C	CAEP-NCATE
Plymouth State University	Ed 612.22 Middle Level Science for Grades 5-8 (Post Bac) 5/31/2027	08/2019 SBE	7/31/2020	F	DOE
Plymouth State University	Ed 612.24 Earth Space Science for Grades 7-12 (Post Bac) 5/31/2027	08/2019 SBE	7/31/2020	F	DOE
Plymouth State University	Ed 612.25 Life Sciences for Grades 7-12 (Post Bac) 5/31/2027	08/2019 SBE	7/31/2020	F	DOE
Plymouth State University	Ed 612.26 Chemistry for Grades 7-12 (Post Bac) 5/31/2027	08/2019 SBE	7/31/2020	F	DOE
Plymouth State University	Ed 612.27 Physics (Post Bac) 5/31/2027	08/2019 SBE	7/31/2020	F	DOE
Plymouth State University	Ed 612.01 Visual Arts (MS, MAT, Post Bac)	11/2019 SBE	5/31/2026	F	CAEP
Plymouth State University	Ed 612.17 Mathematics (5-8) (BS, M.ED, Post Bac)	11/2019 SBE	5/31/2026	F	CAEP
Plymouth State University	Ed 612.20 Music Education (BS)	11/2019 SBE	5/31/2026	F	CAEP
Plymouth State University	Ed 614.03 School Counselor (M.ED, Ed.S)	11/2019 SBE	5/31/2026	F	CAEP-NCATE
Plymouth State University	Ed 614.13 Curriculum Administrator (M.ED, Post Bac, Ed.S)	11/2019 SBE	5/31/2026	F	CAEP-NCATE
Granite State College	Ed 612.02 Reading and Writing Program (Post Bac)	4/2020 SBE	8/30/2021	P	CAEP/TEAC
Granite State College	Ed 612.03 Early Childhood Education (BS, Post Bac)	4/2020 SBE	8/30/2021	P	CAEP/TEAC
Granite State College	Ed 612.04 Elementary Education (K-8) (K-6) (BA, Post Bac)	4/2020 SBE	8/30/2021	F	CAEP/TEAC
Granite State College	Ed 612.07 General Special Education (BA, Post Bac)	4/2020 SBE	8/30/2021	F	CAEP/TEAC
Granite State College	Ed 612.071 Early Childhood Special Education (BS, Post Bac)	4/2020 SBE	8/30/2021	F	CAEP/TEAC
Granite State College	Ed 612.08 Intellectual or Developmental Disabilities (Post Bac)	4/2020 SBE	8/30/2021	F	CAEP/TEAC
Granite State College	Ed 612.09 Deaf and Hearing Disabilities (Post Bac)	4/2020 SBE	8/30/2021	F	CAEP/TEAC
Granite State College	Ed 612.10 Emotional and Behavioral Disabilities (Post Bac)	4/2020 SBE	8/30/2021	F	CAEP/TEAC
Granite State College	Ed 612.11 Specific Learning Disabilities (Post Bac)	4/2020 SBE	8/30/2021	F	CAEP/TEAC
Granite State College	Ed 612.13 Blind and Vision Disabilities (Post Bac)	4/2020 SBE	8/30/2021	F	CAEP/TEAC
Granite State College	Ed 612.17 Mathematics for Grades 5-8 (BA, Post Bac)	4/2020 SBE	8/30/2021	P	CAEP/TEAC
Granite State College	Ed 612.18 Secondary Mathematics for Grades 7-12 (BA, Post Bac)	4/2020 SBE	8/30/2021	P	CAEP/TEAC
Granite State College	Ed 612.19 Digital Learning Specialist (Post Bac)	4/2020 SBE	8/30/2021	C	CAEP/TEAC
Granite State College	Ed 614.02 Reading & Writing Specialist (Post Bac)	4/2020 SBE	8/30/2021	F	CAEP/TEAC
Southern New Hampshire University	Ed 612.03 Early Childhood Education (BA, M.ED, Conversion)		8/31/2022	F	DOE
Southern New Hampshire University	Ed 612.04 Elementary Education (K-8) (K-6) (BA, M.ED, Conversion)		8/31/2022	F	DOE
Southern New Hampshire University	Ed 612.05 English Language Arts for Grades 5-12 (BA)		8/31/2022	F	DOE
Southern New Hampshire University	Ed 612.07 General Special Education (BA, M.ED, Conversion)		8/31/2022	F	DOE
Southern New Hampshire University	Ed 612.071 Early Childhood Special Education (Undergrad and Graduate)		8/31/2022	F	DOE
Southern New Hampshire University	Ed 612.17 Mathematics for Grades 5-8 (BA, Conversion)		8/31/2022	F	DOE
Southern New Hampshire University	Ed 612.18 Secondary Mathematics for Grades 7-12 (BA, Conversion)		8/31/2022	F	DOE
Southern New Hampshire University	Ed 612.20 Music (BA)		8/31/2022	F	DOE
Southern New Hampshire University	Ed 612.28 Social Studies for Grades 5-12 (BA, Conversion)		8/31/2022	F	DOE
Southern New Hampshire University	Ed 614.04 School Principal (M.ED, Post Bac, Conversion)		8/31/2022	F	DOE
Southern New Hampshire University	Ed 614.05 School Superintendent (Graduate)		8/31/2022	F	DOE

Southern New Hampshire University	Ed 614.13 Curriculum Administrator (M.ED, PostBac, Conversion)		8/31/2022	F	DOE
Southern New Hampshire University	Ed 612.22 Middle Level Science for Grades 5-8 (BS)		5/31/2024	F	DOE
University of New Hampshire	Ed 612.01 Visual Arts (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.04 Elementary Education (K-8) (K-6) (M.ED)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.05 English Language Arts for Grades 5-12 (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.06 English for Speakers of Other Lang. (ESOL) (M.ED, MAT, Conversion)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.14 Modern Languages (French) Education (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.14 Modern Languages (German) Education (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.14 Modern Languages (Russian) Education (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.14 Modern Languages (Spanish) Education (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.15 Classical Languages (Latin) Education (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.16 Health and Ed. 612.21 Physical Education Integrated (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.17 Mathematics (5-8) (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.18 Mathematics (7-12) (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.20 Music (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.28 Social Studies for Grades 5-12 (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.21 Physical Education (not integrated with Health) (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.22 Middle Level Science for Grades 5-8 (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.24 Earth Space Science for Grades 7-12 (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.25 Life Sciences for Grades 7-12 (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.26 Chemistry for Grades 7-12 (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.27 Physics (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.30 Theatre (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.31 Career and Technical Education (Agriculture) (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.32 Dance Education (M.ED, MAT)	4/2020 SBE	*5/30/2022	F	CAEP
University of New Hampshire	Ed 612.07 General Special Education (M.ED)		8/30/2022	C	DOE
University of New Hampshire	Ed 612.071 Early Childhood Special Education (M.ED)		8/30/2022	C	DOE
University of New Hampshire	Ed 612.20 Music Education (BM)		8/30/2022	C	DOE
University of New Hampshire	Ed 614.04 School Principal (Conversion, Ed.S)		8/30/2022	C	DOE
University of New Hampshire	Ed 614.15 Special Education Administrator (Certificate)		8/30/2022	C	DOE
University of New Hampshire	Ed 612.03 Early Childhood Education (BS, M.ED)		8/30/2027	F	DOE
University of New Hampshire	Ed 612.16 Health Education (M.ED, MAT)		8/30/2027	F	DOE
University of New Hampshire	Ed 612.16 Health and Ed. 612.21 Physical Education Integrated (BS)*		8/30/2027	F	DOE
University of New Hampshire	Ed 612.17 Mathematics Education (5-8) (BS)		8/30/2027	F	DOE
University of New Hampshire	Ed 612.18 Mathematics Education (7-12) (BS)		8/30/2027	F	DOE
University of New Hampshire	Ed 614.05 School Superintendent (Ed.S)		8/30/2027	F	DOE
University of New Hampshire	Ed 614.14 Elementary Mathematics Specialist (M.ED)		8/30/2027	F	DOE
Franklin Pierce University	Ed 612.04 Elementary Education (K-8) (K-6) (BA, M.ED, Conversion)		8/30/2022	F	DOE
Franklin Pierce University	Ed 612.05 English Language Arts for Grades 5-12 (BA, M.ED, Conversion)		8/30/2022	F	DOE
Franklin Pierce University	Ed 612.35 English Language Arts for Grades 5-8 (BA, M.ED, Conversion)		8/30/2022	F	DOE
Franklin Pierce University	Ed 612.07 General Special Education (BA, M.ED, Conversion)		8/30/2022	F	DOE
Franklin Pierce University	Ed 612.25 Life Sciences for Grades 7-12 (BA, M.ED, Conversion)		8/30/2022	F	DOE
Franklin Pierce University	Ed 612.28 Social Studies for Grades 5-12 (BA, M.ED, Conversion)		8/30/2022	F	DOE
Franklin Pierce University	Ed 612.29 Social Studies for Grades 5-8 (BA, M.ED, Conversion)		8/30/2022	F	DOE
Antioch University New England	Ed 612.03 Early Childhood Education (M.ED)		8/30/2021	F	DOE
Antioch University New England	Ed 612.04 Elementary Education (K-8) (K-6) (M.ED)		8/30/2021	F	DOE
Antioch University New England	Ed 612.07 General Special Education (M.ED)		8/30/2021	F	DOE
Antioch University New England	Ed 612.22 Middle Level Science for Grades 5-8 (MS)		8/30/2021	F	DOE
Antioch University New England	Ed 612.19 Digital Learning Specialist (M.ED, Certificate)		8/30/2021	F	DOE
Antioch University New England	Ed 612.25 Life Sciences for Grades 7-12 (MS)		8/30/2021	F	DOE
Antioch University New England	Ed 614.04 School Principal (M.ED, Certificate)		8/30/2021	F	DOE
Antioch University New England	Ed 614.11 Library Media Specialist (M.ED, Certificate)		8/30/2021	F	DOE
Saint Anselm College	Ed 612.33 Computer Science (BA)		4/1/2021	F	DOE
Saint Anselm College	Ed 612.01 Visual Arts (BA)		8/30/2021	F	DOE
Saint Anselm College	Ed 612.04 Elementary Education (K-6) (BA)		8/30/2021	P	DOE
Saint Anselm College	Ed 612.05 English Language Arts for Grades 5-12 (BA)		8/30/2021	F	DOE
Saint Anselm College	Ed 612.06 English for Speakers' of Other Languages (ESOL) (Licensure)		8/30/2021	P	DOE
Saint Anselm College	Ed 612.14 Modern Languages (French) Education (BA)		8/30/2021	F	DOE
Saint Anselm College	Ed 612.14 Modern Languages (Spanish) Education (BA)		8/30/2021	F	DOE
Saint Anselm College	Ed 612.18 Secondary Mathematics for Grades 7-12 (BA)		8/30/2021	F	DOE
Saint Anselm College	Ed 612.20 Music (BA)		8/30/2021	F	DOE
Saint Anselm College	Ed 612.25 Life Sciences for Grades 7-12 (BA)		8/30/2021	P	DOE
Saint Anselm College	Ed 612.26 Chemistry for Grades 7-12 (BA)		8/30/2021	F	DOE
Saint Anselm College	Ed 612.27 Physics for Grades 7-12 (BA)		8/30/2021	F	DOE
Saint Anselm College	Ed 612.28 Social Studies for Grades 5-12 (BA)		8/30/2021	F	DOE
Keene State College	Ed 612.03 Early Childhood Education (BS, Post Bac)		8/30/2022	F	NCATE

Keene State College	Ed 612.04 Elementary Education (K-8) (K-6) (BS, Post Bac)		8/30/2022	F	NCATE
Keene State College	Ed 612.05 English Language Arts for Grades 5-12 (BS, BA, Post Bac)		8/30/2022	F	NCATE
Keene State College	Ed 612.07 General Special Education (M.ED, Certificate)		8/30/2022	F	NCATE
Keene State College	Ed 612.14 Modern Languages (French) Education (BS, BA, Post Bac)		8/30/2022	F	NCATE
Keene State College	Ed 612.14 Modern Languages (Spanish) Education (BS, BA, Post Bac)		8/30/2022	F	NCATE
Keene State College	Ed 612.17 Mathematics, Middle Level (to Alg.1/Integ 1) (BS, BA, Post Bac)		8/30/2022	F	NCATE
Keene State College	Ed 612.18 Mathematics, Upper Level (Pre-Alg to AP Math) (BS, BA, Post Bac)		8/30/2022	F	NCATE
Keene State College	Ed 612.20 Music Education (Bachelor of Music; Post Bac)		8/30/2022	F	NCATE
Keene State College	Ed 612.21 Physical Education (BS, Post Bac)		8/30/2022	F	NCATE
Keene State College	Ed 612.22 Science 5-8 (BS, BA, Post Bac)		8/30/2022	F	NCATE
Keene State College	Ed 612.24 Earth Space Science for Grades 7-12 (BS, BA, Post Bac)		8/30/2022	F	NCATE
Keene State College	Ed 612.25 Life Sciences for Grades 7-12 (BS, BA, Post Bac)		8/30/2022	F	NCATE
Keene State College	Ed 612.26 Chemistry for Grades 7-12 (BS, BA, Post Bac)		8/30/2022	F	NCATE
Keene State College	Ed 612.27 Physics for Grades 7-12 (BS, Post Bac)		8/30/2022	F	NCATE
Keene State College	Ed 612.28 Social Studies for Grades 5-12 (BS, BA, Post Bac)		8/30/2022	F	NCATE
Keene State College	Ed 612.32 Dance Education (BA, Post Bac)	?future hold?	8/30/2022	F	NCATE
Keene State College	Ed 614.03 School Counselor (M.ED, Conversion)	on hold	8/30/2022	F	NCATE
Keene State College	Ed 614.04 School Principal (M.ED, Conversion)		8/30/2022	F	NCATE
Upper Valley Educators Institute	Ed 612.01 Visual Arts (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.04 Elementary Education (K-6) (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.05 English Language Arts for Grades 5-12 (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.35 English Language Arts for Grades 5-8 (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.14 Modern Languages (French) Education (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.14 Modern Languages (German) Education (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.14 Modern Languages (Spanish) Education (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.17 Mathematics Education (5-8) (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.18 Mathematics Education (7-12) (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.22 Middle Level Science for Grades 5-8 (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.24 Earth Space Science for Grades 7-12 (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.25 Life Sciences for Grades 7-12 (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.26 Chemistry for Grades 7-12 (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.27 Physics for Grades 7-12 (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.28 Social Studies for Grades 5-12 (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 612.29 Social Studies for Grades 5-8 (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 614.13 Curriculum Director (Post Bac)		8/30/2022	F	DOE
Upper Valley Educators Institute	Ed 614.04 School Principal (Post Bac)		8/30/2022	F	DOE
NHTI, Concord's Community College	Ed 612.33/507.52 Computer Science (Post Bac, Conversion)		8/31/2022	F	DOE
NHTI, Concord's Community College	Ed 612.06 English for Speakers of Other Languages (Post Bac, Conversion)		2/27/2025	F	DOE
NHTI, Concord's Community College	Ed 612.07 General Special Education (Post Bac, Conversion)		2/27/2025	F	DOE
NHTI, Concord's Community College	Ed 612.17 Mathematics for Grades 5-8 (Post Bac, Conversion)		2/27/2025	F	DOE
NHTI, Concord's Community College	Ed 612.18 Secondary Mathematics for Grades 7-12 (Post Bac, Conversion)		2/27/2025	F	DOE
NHTI, Concord's Community College	Ed 612.22 Middle Level Science for Grades 5-8 (Post Bac, Conversion)		2/27/2025	F	DOE
NHTI, Concord's Community College	Ed 612.24 Earth Space Science for Grades 7-12 (Post Bac, Conversion)		2/27/2025	F	DOE
NHTI, Concord's Community College	Ed 612.25 Life Sciences for Grades 7-12 (Post Bac, Conversion)		2/27/2025	F	DOE
NHTI, Concord's Community College	Ed 612.26 Chemistry for Grades 7-12 (Post Bac, Conversion)		2/27/2025	F	DOE
NHTI, Concord's Community College	Ed 612.27 Physics for Grades 7-12 (Post Bac, Conversion)		2/27/2025	F	DOE
NHTI, Concord's Community College	Ed 612.34 Physical Science Grades 7-12 (Post Bac, Conversion)		2/27/2025	F	DOE
Rivier University	Ed 612.03 Early Childhood Education (BA, M.ED)		12/30/2026	F	DOE
Rivier University	Ed 612.04 Elementary Education (K-8) (K-6) (BA, M.ED)		12/30/2026	F	DOE
Rivier University	Ed 612.05 English Language Arts for Grades 5-12 (BA, MAT)		12/30/2026	F	DOE
Rivier University	Ed 612.35 English Language Arts For Grades 5-8 (BA, MAT)		12/30/2026	F	DOE
Rivier University	Ed 612.07 General Special Education (BA, M.ED)		12/30/2026	F	DOE
Rivier University	Ed 612.10 Program for Emotional and Behavioral Disabilities (M.ED)		12/30/2026	F	DOE
Rivier University	Ed 612.11 Program for Specific Learning Disabilities (M.ED)		12/30/2026	F	DOE
Rivier University	Ed 612.17 Mathematics for Grades 5-8 (BA, MAT)		12/30/2026	F	DOE
Rivier University	Ed 612.18 Secondary Mathematics for Grades 7-12 (BA, MAT)		12/30/2026	F	DOE
Rivier University	Ed 612.25 Life Sciences for Grades 7-12 (BA, M.ED)		12/30/2026	F	DOE
Rivier University	Ed 612.28 Social Studies for Grades 5-12 (BA, MAT)		12/30/2026	F	DOE
Rivier University	Ed 612.29 Social Studies for Grades 5-8 (BA, MAT)		12/30/2026	F	DOE
Rivier University	Ed 614.03 School Counselor (M.ED, Ed.S)		12/30/2026	F	DOE
Rivier University	Ed 614.04 School Principal (M.ED)		12/30/2026	F	DOE
Rivier University	Ed 614.06 School Psychologist (Ed.S)		12/30/2026	F	DOE
Hellenic American University	Ed 612.06 English for Speakers of Other Languages (ESOL (Certificate)		12/30/2020	P	DOE

Hellenic American University	1	Conditional	12/30/2020
New England College	1	Full	8/30/2023
New England College	12	Full	8/30/2020
Plymouth State University	1	Expired	8/31/2018
Plymouth State University	11	Conditional	5/31/2020
Plymouth State University	4	Conditional	5/31/2020
Plymouth State University	5	Full	7/31/2020
Plymouth State University	5	Full	5/31/2026
Granite State College	1	Conditional	8/30/2021
Granite State College	4	Provisional*	8/30/2021
Granite State College	9	Full	8/30/2021
Southern New Hampshire University	12	Full	8/31/2022
Southern New Hampshire University	1	Full	8/31/2024
University of New Hampshire	23	Full	5/30/2022
University of New Hampshire	5	Conditional	8/30/2022
University of New Hampshire	7	Full	8/30/2027
Franklin Pierce University	7	Full	8/30/2022
Antioch University of New England	8	Full	8/30/2021
Saint Anselm College	1	Full	4/1/2021
Saint Anselm College	3	Provisional*	8/30/2021
Saint Anselm College	9	Full	8/30/2021
Keene State College	19	Full	8/30/2022
Upper Valley Educators Institute	18	Full	8/30/2022
NHTI, Concord's Community College	1	Full	8/31/2022
NHTI, Concord's Community College	10	Full	2/27/2025
Rivier University	15	Full	12/30/2026

**KEY:**

\*F = Full Program Approval  
 \*C = Conditional Approval  
 \*N = Non-Approval

- (1) Approval for up to and not to exceed 7 years;
- (2) Conditional approval for up to and not to exceed 7 years with the following:
  - a. Submission and approval by NHCTE of a progress report made on program approval standards not previously met; and
  - b. Review by division director or designee focusing on progress made on program approval standards not previously met; or
- (3) Non-approval.

updated:  
4/21/2020

**IV, C**

**New Hampshire Department of Education  
Council for Teacher Education**

**Substantive Change Report  
April 13, 2020**

**Institution reporting substantive change:** Southern New Hampshire University

Is the change at the (check either or both) \_\_\_ at the unit level and/or X at the program level

If at the Program level, which programs: Middle Level Math, Middle Level Science, Secondary Social Studies, Secondary English Language Arts and Secondary Math.

**Institutional Program Coordinator/Title:** Dr. Audrey Rogers

**Institution Address:** 2500 North River Road, Manchester, NH 03106

**Email Address:** [a.rogers@snhu.edu](mailto:a.rogers@snhu.edu)

**Phone:** 603-668-2211

The DOE and the NHCTE shall determine if the changes affect the terms and conditions of the original approval of the program and shall determine whether a detailed report is necessary.

**1. What aspects of the substantive change may affect the capacity of the unit and/or programs to ensure the candidates successfully meet standards for certification?**

There are no aspects of the substantive change that will negatively affect the capacity of the unit and/or programs to ensure the candidates successfully meet standards for certification. Both the undergraduate and graduate programs will continue to provide the same high quality certification programs. Included in both the undergraduate and graduate programs will be the coursework, the clinical experiences, the clinical partnerships, the SNHU Clinical Practice Model and, the candidate assessment system.

**2. Explain the rationale for the change.**

There are several reasons for the change:

- In December, SNHU requested to move the undergraduate secondary certification programs to the graduate level. Subsequent to this request, SNHU has received feedback from the NH State Board of Education, potential students and school districts across the state, asking that we reconsider dropping the undergraduate option. The NH State Board of Education expressed concern of the additional cost of the graduate programming to some students and school districts. Students completing their AA degrees at the CCSNH institutions are seeking an affordable undergraduate program for secondary certifications. Additionally, as we speak with school districts, they shared their concern with a

lack of secondary certification applicants, hence a request to continue to offer the more affordable undergraduate option.

- SNHU is requesting to offer the secondary certification programs at both the undergraduate and graduate levels.
- The Undergraduate program will offer the appropriate content specific course work, the extensive field-based courses which include 300 hours in the schools working with K12 students, plus two full semesters of student teaching.
- The Clinical M.Ed. for Secondary Certification programs provides extensive opportunities for authentic, field-based, clinical experiences. Across the 16 month program, the SNHU Clinical Interns will be working with students in grades 5-12 for a full academic year, plus two 4-week summer experiences.
- Both the Undergraduate Programs and the Graduate Programs will include the same high quality components, focusing on the InTASC Standards:
  - Learner Development and Learning Differences
  - Learning Environments
  - Content Knowledge;
  - Application of Content
  - Assessment
  - Planning for Instruction
  - Instructional Strategies
  - Professional Learning and Ethical Practice
  - Leadership and Collaboration.

**3. What steps have you taken or planned that the change will not adversely affect your capacity to ensure that candidates successfully meet standards for certification?**

**Attach a transition plan if phasing out a program.**

- We do not want to phase out the currently approved Undergraduate Secondary Certification Programs.
- The Secondary Certification Programs are approved through March 31, 2024.
- The graduate programs will launch in May 2020 for candidates with an earned Bachelor's Degree or higher in the specific content area.

**4. In the institutions estimation, is the substantive change that is envisioned sufficiently significant that review by the NHDOE and/or CTE is warranted prior to the submission of the next regularly scheduled annual report?**

Yes  No  Not sure

**Send complete report to the NHDOE, Bureau of Credentialing, 101 Pleasant Street, Concord, NH 03301.**



April 15, 2020

New Hampshire Council for Teacher Education,

This letter is in reference to the following eleven (11) Plymouth State University's (PSU) Professional Educator Preparation Programs (PEPP) currently approved by the State Board of Education from the Council for the Accreditation of Educator Preparation (CAEP), through **August 31, 2020**:

Ed 612.03 Early Childhood Education (BS)  
 Ed 612.04 Elementary Education (K-8) (K-6) (BS, M.ED, Post Bac)  
 Ed 612.05 English Language Arts for Grades 5-12 (BA, M.ED, Post Bac)  
 Ed 612.06 English for Speakers of Other Languages (ESOL) (M.ED, Post Bac)  
 Ed 612.07 General Special Education (M.ED, Post Bac, Ed.S)  
 Ed 612.16 Health Education (BS, M.ED, Post Bac)  
 Ed 612.18 Mathematics (7-12) (BS, M.ED, Post Bac)  
 Ed 612.19 Education Technology Integrator (Digital Technology Specialist) (M.ED, Post Bac)  
 Ed 612.21 Physical Education (K-12) (BS)  
 Ed 612.28 Social Studies for Grades 5-12 (BS, M.ED, Post Bac)  
 Ed 614.06 School Psychologist (M.ED, CAGs)

PSU is requesting a three-month extension for these eleven (11) listed initial level programs given the current time-frame with the review and accreditation recommendations from the National Accreditation of CAEP. This would extend the current expiry of these thirteen (11) programs to **August 31, 2020**. CAEP's Accreditation Council meets on April 25, 2020 and we anticipate our official letter of accreditation status in June of 2020.

Respectfully,

Mary E. Earick, Ph.D.  
 Director, Holmes Center for School Partnerships and Educator Preparation  
 Plymouth State University

April 7, 2020 Revision



April 15, 2020

New Hampshire Council for Teacher Education,

This letter is in reference to the following four (4) Plymouth State University's (PSU) Professional Educator Preparation Programs (PEPP) currently approved by the State Board of Education through **May 30, 2020** and by the National Council for Teacher Education (NCATE), through **December 31, 2021**:

Ed 614.04 School Principal (M.ED, Post Bac, Ed.S)  
Ed 614.05 School Superintendent (Ed.S)  
Ed 614.11 Library Media Specialist (M.ED, Post Bac)  
Ed 614.15 Special Education Administrator (M.ED)

PSU is requesting an extension for these four (4) listed advanced level programs to bring the National Council for Teacher Education (NCATE), and state accreditation into alignment. This would extend the current expiry of these seven (4) programs to **February 28, 2022**.

Respectfully,



Mary E. Earick, Ph.D.  
Director, Holmes Center for School Partnerships and Educator Preparation  
Plymouth State University

Readopt with amendment, Ed 306.14, effective 8-9-19 (Document #12845), to read as follows:

Ed 306.14 Basic Instructional Standards.

(a) The local school board shall require that each school has an instructional program which includes the following:

- (1) A policy on homework, including its relationship to the grading system;
- (2) An organized plan for recording student progress in meeting district and graduation competencies in alignment with RSA 193-C:3;
- (3) A policy for promoting students from one learning level to another based on achievement of district competencies in alignment with RSA 193-C:3;
- (4) Instructional materials and resources matched to the appropriate skill levels of students;
- (5) A policy that outlines how digital literacy will be integrated in a developmentally appropriate manner across grades 1-12 instruction, and how the district or graduation competencies associated with digital literacy will be assessed either alone or in combination with other district or graduation competencies and assessments;
- (6) A policy outlining how students will demonstrate achievement of district and graduation competencies including the awarding of credit for required subjects and open electives;
- (7) A policy encouraging students to pursue and demonstrate advanced course work, including advanced placement courses in high school, dual enrollment in college courses; ~~and~~
- (8) A policy encouraging students to have a plan for summer activities that support student learning; *and*
- (9) *Remote instruction, which shall include:*
  - a. Academic work equivalent in effort and rigor to typical classroom work;*
  - b. Accessibility by and inclusion for both individual and school-wide uses; and*
  - c. Student assessment of all work completed during remote instruction.*

(b) The instructional program shall enable students to demonstrate achievement of graduation competencies in alignment with RSA 193-C:3.

Amend Ed 306.18(a)(7), effective 3-12-20 (Document #13001 Emergency Rule), cited and to read as follows:

Ed 306.18 School Year.

(a) Pursuant to RSA 189:1 and RSA 189:24, each school district shall maintain a school year as provided below:

(7) ~~A school district~~ ***Instruction*** may ~~conduct instruction~~ ***be offered*** remotely ***in accordance with Ed 306.14(a)(9)***. ~~The district shall create a plan that shall include procedures for participation by all students. Academic work shall be equivalent in effort and rigor to typical classroom work. There shall be an assessment of all student work for the day.~~



**VI, A**

Christopher D. Day P'12,'13  
*Head of School*

Chairman Andrew Cline  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301

May 11, 2020

Dear Chairman Cline,

I am writing to request a waiver, pursuant to RSA 189:2, of the maintenance of the standard school year of 180 days, or equivalent hours as defined in ED 306.18 (4)

SAU #: 62

School District: Mascoma Valley Regional

School: Cardigan Mountain School

School Gradespan: 6 - 9

First Day of School: 9/9/2019

Last Day of School (before waiver): 5/29/2020

Requested Last Day of School After Waiver: 5/29/2020

Total days met this year: 177

Total days requested by this waiver: 3

We are requesting this waiver, pursuant to RSA 189:2, as a result of the following circumstances that have prevented us from completing a standard school year either under traditional instruction or via remote instruction:

- Cardigan Mountain School is a boarding school which generally utilizes a six-day instructional week (Monday - Saturday). To support our families during this crisis, we have limited our remote instruction to five days/week for the spring term (April 6 - May 29), further reducing our planned instructional days by seven.
- Our remote instruction schedule includes approximately 4.25 hours of instruction per day, with each core subject (English, Math, World Languages, History, and Science) meeting four times/week, including three "live" Zoom meetings. Time is set aside daily for advisor/advisee check-in.

- Cardigan Mountain School supports international students from 12 countries and 27 states. In a remote learning situation, we are balancing significant challenges with time zones, with some students operating 13 hours ahead of East Coast time. In that context, expanding the number of days of instruction beyond May 29 would in our opinion represent a hardship for our students and families, who are already making significant allowances for the current situation.

Thank you for your consideration,



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Chair, Board of Trustees

May 11, 2020  
Date:



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Head of School

May 11, 2020  
Date:



**ST. THOMAS AQUINAS**  
HIGH SCHOOL

197 Dover Point Road, Dover, NH 03820  
603 742 3206 fax 603 749 7822  
[www.stalux.org](http://www.stalux.org)

May 4, 2020

Chairman Andrew Cline  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301

Dear Chairman Cline,

I am writing to request a waiver, pursuant to RSA 189:2, of the maintenance of the standard school year of 180 days, or equivalent hours as defined in ED 306.18 (4)

SAU #:

School District:

School: St. Thomas Aquinas High School

School Grade Span: 9-12

First Day of School: 8/29/2019

Last Day of School (before waiver): 6/16/2020

Requested Last Day of School After Waiver: 6/5/2020

Total hours / days met this year: 966.75

Total hours / days requested by this waiver: 23.25

We are requesting this waiver, pursuant to RSA 189:2, as a result of the following circumstances that have prevented us from completing a standard school year either under traditional instruction or via remote instruction:

As a result of the impact of the statewide shutdown due to Covid-19, we reduced the length of the April break to two days, and eliminated formal final exams. We are also requesting this waiver in an effort to reduce the emotional stress and excessive time commitment on families as a result of protracted distance learning requirements

Thank you for your consideration,

David Thibault

Date: May 4, 2020

Dan S. Soller  
President

Date: May 4, 2020



New Hampshire

# Department of Education

## **Guidance on School Year/Day, Snow Days, and Remote Instruction**

*For more information, see RSA 189:24 and ED 306.18 Administrative Rules of the Department of Education*

### **Standard School Year**

Per RSA 189:24 and Ed 306.18, under NH state law, a standard school year is one that is maintained for at least 180 days each year, or the equivalent number of hours as required by the rules of the Department of Education. Thus a standard school year, is measured by one of the following methods:

#### **Days:**

A standard school year can be measured as a minimum of 180 school days, or;

#### **Hours:**

A standard school year can be measured as

- 450 hours of instructional time in Kindergarten
- 945 hours of instructional time in grades 1 – 6
- 990 hours of instructional time in grades 7 - 12

When calculating a school year by hours, it is important to keep the following points in mind:

- 1) Lunchtime, homeroom periods, passing time, and breaks shall not be counted toward the required amount of instructional time.
- 2) Elementary schools may count up to 30 minutes of recess per day as instructional time for pupils in kindergarten through grade 6.
- 3) Advisory periods in middle and high schools shall be counted as instructional time.
- 4) The school year for high school seniors may be reduced by no more than 5 days or 30 hours of instruction, whichever is less, from the number of days or hours of instruction for other high school students.
- 5) The instructional school day of an individual student shall not exceed 5.75 hours of instructional time in elementary schools.
- 6) The instructional school day of an individual student shall not exceed 6 hours of instructional time in middle and high school.



New Hampshire

# Department of Education

## **Snow Days**

Each school must include 30 hours at the end of the school calendar to be used for rescheduling hours lost due to inclement weather or other emergencies. Schools must use these hours to reschedule lost instructional time before requesting a waiver of any instructional time lost under RSA 189:2.

## **Shortened Days/Early Release**

A school may have a shortened day when an emergency condition exists which might affect the health and safety of students. The school may count the shortened day as a full day of instruction if it normally would have been at least 5.25 hours and the school remained open for at least 3.5 hours of instructional time.

## **Remote Instruction**

As a result of the COVID-19 pandemic, the NH State Board of Education adopted an emergency rule that expands an LEAs ability to conduct remote instruction. Under the emergency rule, a school district may conduct instruction remotely when the school has been closed due to inclement weather or other emergency. The school shall adopt a plan that shall include procedures for participation by all students. Academic work shall be equivalent in effort and rigor to typical classroom work. There shall be an assessment of all student work for the day.

This rule is effective for 180 days from initial passage and may be revised at the discretion of the State Board.

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For more information or for questions, you can reach out directly to the Office of Public School Approval

Dr. Nate Greene | Bureau Administrator  
603-271-5252

[Nathaniel.Greene@doe.nh.gov](mailto:Nathaniel.Greene@doe.nh.gov)



New Hampshire

**Department of Education**

# Standard School Year and Day

Dr. Nate Greene | Bureau Administrator | Bureau of Education  
Opportunities

[Nathaniel.Greene@doe.nh.gov](mailto:Nathaniel.Greene@doe.nh.gov) 603-271-5252



New Hampshire

**Department of Education**

## School Year

### **Standard School Year**

Per RSA 189:24 and Ed 306.18, under NH state law, a standard school year is one that is maintained for at least 180 days each year, or the equivalent number of hours as required by the rules of the Department of Education.

Thus a standard school year, is measured by one of the following methods:



New Hampshire

**Department of Education**

## Standard School Year

### Days:

- A standard school year can be measured as a minimum of 180 school days, or;

### Hours:

- A standard school year can be measured as
- 450 hours of instructional time in Kindergarten
- 945 hours of instructional time in grades 1 – 6
- 990 hours of instructional time in grades 7 - 12



New Hampshire

# Department of Education

## Standard School Year

When calculating a school year by hours, it is important to keep the following points in mind:

- Lunch time, home room periods, passing time, and breaks shall not be counted toward the required amount of instructional time
- Elementary schools may count up to 30 minutes of recess per day as instructional time for pupils in kindergarten through grade 6
- Advisory periods in middle and high schools shall be counted as instructional time.
- The school year for high school seniors may be reduced by no more than 5 days or 30 hours of instruction, whichever is less, from the number of days or hours of instruction for other high school students.
- The instructional school day of an individual student shall not exceed 5.75 hours of instructional time in **elementary schools**
- The instructional school day of an individual student shall not exceed 6 hours of instructional time in **middle and high school**



New Hampshire

# Department of Education

## Sample HS School Schedule for Calculating Hours

Time	Period	Instructional Time	Hours
7:15 – 7:45	Homeroom	NO	15 minutes
7:45 – 7:50	Passing Time	NO	5 minutes
7:50 – 9:20	Block A	YES	90 minutes
9:20 – 9:25	Passing Time	NO	5 minutes
9:25 – 9:40	Break	NO	15 minutes
9:40 – 11:10	Block B	YES	90 minutes
11:10 – 11:15	Passing Time	NO	5 minutes
11:15 – 11:45	Lunch	NO	30 minutes
11:45 – 11:50	Passing Time	NO	5 minutes
11:50 – 1:20	Block C	YES	90 minutes
1:20 – 2:50	Block D	YES	90 minutes
		<b>Total</b>	<b>6 hours of instruction</b>

Note:  
Grades 7-12 cannot exceed 6 hours of instruction per day

6 hours of instruction x 165 school days = 990 hours of instruction



New Hampshire

# Department of Education

## Sample MS School Schedule for Calculating Hours

Time	Period	Instructional Time	Hours
7:15 – 7:45	Advisory	YES	15 minutes
7:45 – 7:50	Passing Time	NO	5 minutes
7:50 – 8:35	Block A	YES	45 minutes
8:35 – 8:40	Passing Time	NO	5 minutes
8:40 – 9:40	Block B	YES	60 minutes
9:40 – 10:00	Break	NO	20 minutes
10:00 – 11:00	Specials/UA	YES	60 minutes
11:00 – 11:45	Lunch/Recess	NO	45 minutes
11:45 – 1:45	Block C/D	YES	120 minutes
1:45 – 2:00	Afternoon Break	NO	15 minutes
2:00 – 2:45	Block E	YES	45 minutes
		<b>Total</b>	<b>5.75 hours of instruction</b>

Note:

Grades 7-12 cannot exceed 6 hours of instruction per day

Grades 5-6 cannot exceed 5.75 hours of instruction per day.

**5.75 hours of instruction x 172 school days = 990 hours of instruction**



New Hampshire

# Department of Education

## Sample Elementary School Schedule for Calculating Hours

Time	Period	Instructional Time	Hours
8:00 – 8:30	Homeroom	NO	30 minutes
8:30 – 10:30	Instructional Time	YES	120 minutes
10:30 – 10:45	Break/Snack	NO	15 minutes
10:45 – 12:00	Instructional Time	YES	75 minutes
12:00 – 12:30	Lunch	NO	30 minutes
12:30 – 1:00	Recess	YES	30 minutes
1:00 – 2:00	Instructional Time	YES	60 minutes
2:00 – 2:15	Afternoon Break	NO	15 minutes
2:15 – 3:00	Instructional Time	YES	45 minutes
		<b>Total</b>	<b>5.5 hours of instruction</b>

Note:  
Grades 1 – 6 cannot exceed 5.75 hours of instruction per day

5.5 hours of instruction x 171.8 days = 945 hours of instruction



New Hampshire

**Department of Education**

## **Shortened Days/Early Release**

- A school may have a shortened day when an emergency condition exists which might affect the health and safety of students. The school may count the shortened day as a full day of instruction if it normally would have been at least 5.25 hours and the school remained open for at least 3.5 hours of instructional time.



New Hampshire

**Department of Education**

## Remote Instruction

- As a result of the COVID-19 pandemic, the NH State Board of Education adopted an emergency rule that expands an LEAs ability to conduct remote instruction.
- Under the emergency rule, a school district may conduct instruction remotely when the school has been closed due to inclement weather or other emergency. The school shall adopt a plan that shall include procedures for participation by all students. Academic work shall be equivalent in effort and rigor to typical classroom work. There shall be an assessment of all student work for the day.



New Hampshire

**Department of Education**

## **Remote Learning Planning Week**

Under the current Remote Instruction Emergency Rule, district may count up to one week of planning as instructional days during the transition from classroom instruction to remote instruction.



New Hampshire

**Department of Education**

## **Waiver Request**

If a school is unable to meet the required number of days or hours in a standard school year, the local school board may request a waiver of the requirement from the State Board of Education. A waiver request form can be obtained from the Office of School Approval by emailing [schoolapproval@doe.nh.gov](mailto:schoolapproval@doe.nh.gov).

## **Instructions for Schools Requesting a Waiver of Instructional Hours or Instructional Days**

1. Fill in the date that the request was completed and signed
2. Fill in the name of the school district, the individual school requesting the waiver, and the gradespan of the school.
  - a. If this is a middle school that includes grades 7-8 with any lower grades, and this is a waiver request for hours, two separate waivers must be completed. One for grades 7-8, which require 990 hours of instruction, and one for lower grades which require 945 hours of instruction.
3. Fill in the first and last day of school as it stands without a waiver request
4. Fill in the new, requested last day of school if the waiver is granted
5. Fill in the total number of hour / days that the school would have met this year without a waiver
6. Fill in the total number of hours / days that the school would have if the waiver is granted
7. Complete a detailed explanation of the reason for this waiver request, and why it is not possible or feasible for the school to continue to provide instruction, either through a traditional model or via remote instruction.
8. The school board chairman and the superintendent must sign the form
9. Once the form is completed, it should be sent to the Department of Education, Office of School Approval at: [schoolapproval@doe.nh.gov](mailto:schoolapproval@doe.nh.gov)

All waiver requests **must be received by noon on May 8<sup>th</sup>, 2020** in order to be considered by the State Board of Education at the May board meeting.

School Letter Head

Chairman Andrew Cline  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301

Date:

Dear Chairman Cline,

I am writing to request a waiver, pursuant to RSA 189:2, of the maintenance of the standard school year of 180 days, or equivalent hours as defined in ED 306.18 (4)

SAU #:

School District:

School:

School Gradespan:

First Day of School:

Last Day of School (before waiver):

Requested Last Day of School After Waiver:

Total hours / days met this year:

Total hours / days requested by this waiver:

We are requesting this waiver, pursuant to RSA 189:2, as a result of the following circumstances that have prevented us from completing a standard school year either under traditional instruction or via remote instruction:

Thank you for your consideration,

\_\_\_\_\_  
School Board Chair Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Superintendent Signature:

\_\_\_\_\_  
Date:

As of April 27, 2020  
Nonpublic School Approvals  
Designation Report List

Town	School Name	Approval Type	Expiration	New Expiration
Bethlehem	Bethlehem Christian School	AA	6/30/2020	6/30/2023
Concord	Bishop Brady High School	AP	6/30/2020	6/30/2025
Dublin	Dublin Christian Academy	AA	6/30/2020	6/30/2023
Newport	Granite Hill School	AA	6/30/2020	6/30/2023
Rindge	Hampshire Country School	AP	6/30/2020	6/30/2025
Laconia	Laconia Christian Academy	AA	6/30/2020	6/30/2023
Davenport	NFI North Inc. - Davenport School	AA	6/30/2020	6/30/2023
Contoocook	NFI North, Inc.- Contoocook School	AA	6/30/2020	6/30/2023
Concord	Parker Academy	AA	6/30/2020	6/30/2023
Allenstown	Pine Haven Boys Center	AA	6/30/2020	6/30/2023
Westmoreland	Pioneer Junior Academy	AP	6/30/2020	6/30/2025
Amherst	RSEC - Academy	AA	6/30/2020	6/30/2023
Deerfield	RSEC - Longview	AA	6/30/2020	6/30/2023
Amherst	RSEC - Vista Learning Center	AA	6/30/2020	6/30/2023
Sanbornton	Sant Bani School	AP	6/30/2020	6/30/2025
Concord	Second Start	AA	6/30/2020	6/30/2023
Concord	Shaker Road School	AP	6/30/2020	6/30/2025
Northfield	Spaulding Youth Center	AA	6/30/2020	6/30/2023
Stratham	The Cornerstone School-Stratham	AA	6/30/2020	6/30/2023
Windsor	Wediko Children Services, Inc.	AA	6/30/2020	6/30/2023
Albany	White Mountain Waldorf School	AA	6/30/2020	6/30/2023
Windham	Windham Woods School	AA	6/30/2020	6/30/2023
Bethlehem	Woodland Community School	AA	6/30/2020	6/30/2023

## Nonpublic School Checklist for Renewal Applications

Reviewed By: Shireen Meskoob

Please note: Yearly renewal requirements and changes since last filing were submitted. Items reviewed are highlighted in **yellow**.

School Name: <b>Bethlehem Christian Center</b>	Phone Number: <b>603-869-5401</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> Bethlehem Christian School was founded in 1997 as a ministry of Bethlehem Christian Center to provide support for the Christian churches of North Country through Bible-based education. Over the years, their purpose expanded to providing alternative education, utilizing the Accelerated Christian Education (ACE) program and curriculum which allows the school to tailor a study program for each student. The school serves students from K through 12 with emphasis on children who have learning and physical disabilities. It prepares students for both college and vocational trades.</p>		
Principal Address: 1858 Maple Street, Bethlehem, NH 03574		
Mailing Address: PO Box 303, Bethlehem, NH, 03574		
Head of School: Barbara Palmer, Principal	Email: bcs@cfaith.com	
Authorized Representative: Steven Palmer, Administrator		
Date Application Received: 2/1/2020	Date of Expiration: 6/30/2020	
Grade Levels: K-12	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 14 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input type="checkbox"/>	Summer School/Programs		
<input checked="" type="checkbox"/>	School Calendar	2/1/2020	The 2020-21 calendar is provided, indicating first and last days, holidays and vacations, and indication that 10 extra days were added to the length for lost time due to inclement weather/emergency and that changes may be made to make up lost time during vacation.
<input checked="" type="checkbox"/>	School Hours Survey	2/1/2020	The school provides 540 hours of instructional time to grade K, and 990 hours of instructional time for grades 1-12. These figures comply with standards set forth in Ed 401.03
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Phys. Ed Credit on High School Transcript		
<input type="checkbox"/>	US-NH History, RSA 189:11		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Board Members List		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	2/1/2020	Submitted to the Division of Fire Safety on 1/8/2020 by Inspector Jack Anderson of the Bethlehem Fire Department. The school is in compliance with the Fire Code. It was noted by the inspector that the school "is a one room school house with plenty of egress doors to the outside and plenty of egress windows as well. The State Fire Marshal has issued a Variance for the Fire Alarm



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			System for this facility. There are only 12 students at this facility.”
<input checked="" type="checkbox"/>	Health Inspection Report	2/1/2020	A receipt for service of the school’s septic system was provided by White’s Septic Services, LLC in Jefferson NH. On 7/10/2019 the company pumped Bethlehem Christian’s tank. Officer David Wiley of the town of Bethlehem conducted the school health inspection on 1/8/2020. The school was found in compliance.
<input checked="" type="checkbox"/>	Secretary of State Certificate of Good Standing	4/24/2020	Tradenname was submitted and accepted under Bethlehem Christian Center, which is in good standing.
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input type="checkbox"/>	Receive Funds from Local District		
<input type="checkbox"/>	United States Flag Displayed		
<input type="checkbox"/>	Student Handbook		
<input type="checkbox"/>	Grievance Policy		
<input type="checkbox"/>	Student Records Location Upon School Closing		
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	11/11/2019	Submitted late.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	6/24/2019	Submitted on time.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	10/14/2019	Submitted on time.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	6/24/2019	Submitted on time.
<input checked="" type="checkbox"/>	Facility - <i>Note</i>	2/1/2020	There is one main building for all students.
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/24/2020	<p>The Office of Nonpublic Schools determines that <i>Bethlehem Christian School</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance purposes only. With the approval of the State Board of Education, our office will provide a letter to the school indicating the approval good through June 30, 2023.</p> <p>The school understands that it will receive approval for the purpose of satisfying New Hampshire’s compulsory attendance law only and not the school’s educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.</p>

## Nonpublic School Checklist for Renewal Applications

Reviewed By: *Shireen Meskoob*

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>Bishop Brady High School</b>	Phone Number: <b>603-224-7418</b>	Application Type: <b>AP</b>
<p><b>ABOUT THE SCHOOL:</b> Bishop Brady High School is a private, Roman Catholic, coeducational school in Concord affiliated with the Roman Catholic Diocese of Manchester. The school is a four-year college preparatory high school designed to promote the ideals of Faith, Learning and Service. Emphasis is on community action, charitable endeavors, and caring relationships. The school also works closely with families and the greater community in challenging students to demonstrate excellence in all of their endeavors. In the pursuit of excellence and for the development of the total person, each person is invited to build quality interpersonal relationships and expected to exert a positive influence on the climate of the school.</p>		
Principal Address: 25 Columbus Avenue, Concord, NH 03301		
Head of School: Andrea Elliot, Principal	Email: <a href="mailto:aelliot@bishopbrady.edu">aelliot@bishopbrady.edu</a>	
Authorized to Represent School: Michael Ling, Asst. Principal	Email: <a href="mailto:mling@bishopbrady.edu">mling@bishopbrady.edu</a>	
Date Application Received: 2/14/2020	Expiration Date: 6/30/2020	
Grade Levels: 9-13	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 307 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input checked="" type="checkbox"/>	Accrediting Agency	3/6/2020	The school received a certificate of accreditation for continued membership with the New England Association of Schools and Colleges (NEASC) on June 23, 2014. In a letter addressed to Andrea Elliot, William Bennett of NEASC commended the school for frequent communication of the mission by students, parents, staff, alumni, and administrators. They also noted the achievement of a deep sense of community and dedicated, focused leadership. Teachers were praised for the strong academics and alignment of curriculum, and for the success of a capital campaign allowing for growth and development of physical space.
<input checked="" type="checkbox"/>	School Calendar	3/6/2020	Submitted and includes first day of school, holidays and vacations, end of quarter dates, exams and graduation. Scheduled last day for students is June 12. The number of scheduled instructional hours provides overage for snow days.
<input checked="" type="checkbox"/>	School Hours Survey	2/14/2020	The total number of instruction hours per year for grade levels 9-12 is 1036 hours. Figure complies with Ed 401.03.
<input checked="" type="checkbox"/>	Grade Level	2/14/2020	Bishop Brady added a post graduate grade for 2018-2019.
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input checked="" type="checkbox"/>	Program of Studies (academic content)	2/14/2020	The school has dual enrollment courses with NHTI and SNHU within their school offerings. Program of Studies is provided for the 2019-2020 school year and includes AP

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			offerings, internships and career shadowing, college credit options, post graduate program, new courses, core curriculum, grading system, clubs and activities.
<input checked="" type="checkbox"/>	Program Opportunities (e.g. art, athletics)	2/14/2020	Any changes in this category can be found in the Program of Studies, such as internships (athletic training, school counseling, patient care and health administration), clubs and activities (student council, world language club, habitat for humanity), athletics (alpine skiing, bass fishing, golf).
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	2/14/2020	The student handbook changes as they adapt to the needs of school safety and expectations from administration and the diocese. The one provided for 2019-2020 includes philosophy, advisory board, staff, faculty, academic information, behavioral expectation, policy on bullying, technology, course requirements, exams, grading system, disciplinary procedures.
<input checked="" type="checkbox"/>	Grievance Policy	3/6/2020	<ul style="list-style-type: none"> <li>• The faculty handbook indicates that expectations and policies in the faculty handbook and student/parent handbook are to be adhered. Disciplinary procedure includes verbal and written warnings, documentation stored in personnel files, and a personal improvement plan (PIP), placed on unpaid leave, dismissed, or non-renewed. Code of conduct expected by students is expected by <i>teachers</i> and staff.</li> <li>• The school does not refund <i>tuition</i> or cancel unpaid obligations if a student withdraws during the academic year. The school informs parents of a tuition refund plan, or insurance, that the parents can purchase.</li> <li>• Behavioral expectations starts in the student handbook on p. 20. Pupils have the right to a safe, secure, and peaceful environment. The school is located in a Safe School Zone, indicating cooperation and involvement with law enforcement agents when necessary. The school is committed to providing an environment free from <i>bullying</i>, harassment, sexual misconduct and hazing. The disciplinary procedure is outlined on p.22, ranging from warning, counseling, conferences, parent meetings, teacher detentions, administrative detentions, probation, suspension, and expulsion.</li> <li>• The 2020-2021 disclosure(s) will include an official policy on child <i>restraint</i> that aligns with the April 2019 New Codes and New Hampshire Laws.</li> </ul>
<input type="checkbox"/>	Location of Student Records Upon Closing		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input type="checkbox"/>	Governing Board		
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	2/14/2020	Kenneth Kiehl of the City of Concord Fire Department, provided a letter to the school on 10/25/2019 indicating that

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			based on his inspection of the facility, the school is in general conformance with applicable codes and standards.
<input checked="" type="checkbox"/>	Health Inspection Report	3/6/2020	Ronald Finlayson of the City of Concord conducted a routine inspection of the food service facility on 11/14/2019. Comments/recommendations provided for areas in preventing contamination. A follow up was not required. Gwen Williams of the City of Concord conducted a school health inspection on 10/4/2019. Water stains on the ceiling tiles were noted in the weight room, men's and women's locker rooms by windows, men's restrooms by the cafeteria. Stains appear to be old – school was instructed to monitor for new stains and implement repairs as needed.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	2/14/2020	Submitted and is in good standing.
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	8/28/2019	Submitted and on time.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	6/26/2019	Submitted and on time.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	10/15/2019	Submitted and on time.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	6/26/2019	Submitted and on time.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/24/2020	The Office of Nonpublic Schools determines that <i>Bishop Brady High School</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance and program purposes (AP Status). With the approval of the State Board of Education, our office will provide a letter to the school indicating approval good through June 30, 2025.

## Nonpublic School Checklist for Renewal Applications

Reviewed By: Shireen Meskoob

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>Dublin Christian Academy</b>	Phone Number: <b>603-563-8505</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> Dublin Christian Academy is a day and boarding school located in Dublin, NH serving students in K through 12<sup>th</sup> grade. It is dedicated to the purpose of developing Christian leadership, and of providing the academic instruction with a strong Christian emphasis including discipline, self-control, and individual responsibility. They strive to train students in biblical standards, morals and ethics to live life.</p>		
Principal Address: 106 Page Road, Dublin, NH 03444		
Head of School: Eric Moody, President	Email: emoody@dublinchristian.org	
Authorized to Represent School: Dean Seltzer, Administrator	Email: dseltzer@dublinchristian.org	
Date Application Received: 2/18/2020	Expiration Date: 6/3/2020	
Grade Levels: K-12	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 100 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input checked="" type="checkbox"/>	Accrediting Agency	2/18/2020	In a letter dated Feb 11, 2019 to Dublin Academy, Jeff Walton, Executive Director of the American Association of Christian Schools (AACCS), indicated approval of the school for full accreditation status for a period of five years. This is the first time the school has been approved for accreditation. Also indicated is that the school must file an annual report of the school's condition, progress, and maintenance of standards for teacher certification to include a matrix of responses to the recommendations of the accreditation team. A School Improvement Plan (SIP) must be submitted with the first annual report of the third year of the accreditation term. <i>If school seeks to change status with DOE from AA to AP, it will need to file an initial application for AP status. This information was provided to the head of the school. In 2023, they may complete an initial application for AP status.</i>
<input checked="" type="checkbox"/>	School Calendar	2/21/2020	Submitted and compliant. Indicates first and last day of school, added instructional time to provide for time lost due to inclement weather, holidays and vacation, end of quarters, partial days.
<input checked="" type="checkbox"/>	School Hours Survey	2/18/2020	Total number of instructional hours for grade level K is 591.5 hours, for grades levels 1-6 is 980.75 hours, for grades levels 7-12 is 1026 hours. Figures comply with minimum standards set forth in Ed 401.03.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		

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<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input type="checkbox"/>	Student Handbook		
<input type="checkbox"/>	Grievance Policy		
<input type="checkbox"/>	Location of Student Records Upon Closing		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input type="checkbox"/>	Governing Board		
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	3/3/2020	Tom Vanderbilt of the Dublin Fire Department inspected the school on 1/7/2020. The school passed the inspection, there were neither comments nor recommendations, and therefore a follow-up is not required.
<input checked="" type="checkbox"/>	Health Inspection Report	3/3/2020	On 3/3/2020, inspector Michael Borden of the Town of Dublin looked at the main office, classrooms, boys dormitory, and girls dormitory. Every building on campus passed each category. No corrective actions were required.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	2/18/2020	Submitted and in good standing.
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	8/6/2019	Submitted on time.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	6/3/2019	Submitted on time.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	10/3/2019	Submitted on time.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	6/13/2019	Submitted on time.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the DOE		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/24/2020	<p>The Office of Nonpublic Schools determines that <i>Dublin Christian Academy</i> complies with the minimum requirements set forth in Ed 400 relative to its status for attendance purposes. With the approval of the State Board of Education, our office will provide a letter to the school indicating the approval good through June 30, 2023. <i>If the school seeks to change status with DOE from AA to AP, it will need to file an initial application for AP status during next renewal.</i></p> <p>The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.</p>

## Nonpublic School Checklist for Renewal Applications

Reviewed By: Shireen Meskoob

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>Granite Hill School</b>	Phone Number: <b>603-863-0697</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> Granite Hill School is a small private school approved by the Department of Education to offer Special Education services to students in grades 6–12. Its mission is to offer “an individualized, therapeutic learning community that fosters personal growth and academic progress by building positive relationships and teaching beyond the classroom to create socially aware, healthy, and resilient citizens.” The typical student at Granite Hill School is one who has struggled within a public school setting. In general, students at Granite Hill School are coded for special education and have been diagnosed with: Learning Disabilities, Emotional Disabilities, Other Health Impairments (ADD/ADHD), Autism, and Intellectual Disabilities.</p>		
Principal Address: 135 Elm Street, Newport, NH 03773		
Mailing Address: PO Box 25, Newport, NH 03773		
Head of School: Danielle Paranto, Principal	<a href="mailto:principal@granitehillschool.org">principal@granitehillschool.org</a>	
Date Application Received: 3/1/2020	Expiration Date: 6/30/2020	
Grade Levels: 6-12	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 50 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input checked="" type="checkbox"/>	School Calendar	3/1/2020	Submitted and includes first and last day of school, vacations and breaks, end of quarters, and progress reports.
<input checked="" type="checkbox"/>	School Hours Survey	3/20/2020	The school is open 180 days per year in accordance with Ed 401.03 and provides a minimum of 5.25 hrs. of instructional time per day. In addition, it provides 5 hrs. of instruction three days a week for six weeks in the summer as part of its extended school year services or summer program.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	4/19/2020	Submitted and includes sections on athletics, attendance, conduct, computers, confidentiality, course requirements, credits, crisis procedures, electronics, field trips, fire drills, grades and narrative reports, grievance policy, health services, inclement weather, nondiscrimination, resolutions, mediation, formal complaints, retaliation, legal action, plagiarism, school searches, security, sexual harassment, student records, substance abuse, truancy, visitors, wellness, weather cancelation.

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<input checked="" type="checkbox"/>	Grievance Policy	4/19/2020	<ul style="list-style-type: none"> <li>Students are expected to be cooperative and respectful at all times, and this extends to all staff, students, and visitors. They are required to refrain from aggressive acts of all kinds, including verbal aggression, threatening, and <i>bullying</i>. The bullying policy states its compliance with RSA 193-F, defines bullying and reporting procedures. General disciplinary actions that result from student misconduct includes loss of privileges, detention, restitution, suspension, expulsion.</li> <li>The school's Behavior Management Program includes a contextual model on the development of social skills as a cornerstone of their educational philosophy. It indicates staff trained in therapeutic techniques when working with disciplinary issues, a communicative process. It describes that in extreme cases, staff may be required to <i>intervene physically</i>. Those situations require therapeutic interventions designed when a student is out of control and in danger of hurting himself or others, to help a student regain control of himself so that he and others may be safe. Selected staff have been trained through an approved model utilize <i>Handle with Care</i> techniques. (<i>Restraint</i>)</li> <li>In regard to <i>teacher misconduct</i>, p. 14 of the handbook indicates that harassment of any nature can be carried out by school employees, other students, and non-employee third parties, such as a visiting speaker. It can happen in any school program or activity and include off-campus locations. A reporting process is indicated, investigation to follow, and disciplinary action which may include termination of employment.</li> <li>The school does not accept <i>private pay</i> students and therefore does not have a tuition reimbursement policy.</li> </ul>
<input type="checkbox"/>	Location of Student Records Upon Closing		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input type="checkbox"/>	Governing Board		
<input type="checkbox"/>	Staff List		
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	3/1/2020	Inspector Dave McCrillis of the Newport Fire Department conducted a fire and life safety inspection of Granite Hill School on 10/1/2019. Items that were delinquent were addressed, and the inspector concluded that neither corrective actions nor a re-inspection of the facility was required.
<input checked="" type="checkbox"/>	Health Inspection Report	3/1/2020	Inspector Dave McCrillis of the Newport Fire Department conducted the health inspection on 10/1/2019. No corrective actions were indicated. The school passed the inspection.

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<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	4/19/2020	Successfully registered a tradename, active under Day Orion Individual Treatment, Incorporated, which is in good standing.
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	8/26/2019	Submitted on time.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	7/30/2019	Submitted late.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	10/14/2019	Submitted on time.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	7/30/2019	Submitted late.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/22/2020	<p>The Office of Nonpublic Schools determines that <i>Granite Hill School</i> complies with the minimum requirements set forth in Ed 400 relative to its continued status for attendance purposes. With the approval of the State Board of Education, our office will provide a letter to the school indicating the approval good through June 30, 2023.</p> <p>The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim nor imply that their educational program has received the approval of the State Board of Education.</p>

## Nonpublic School Checklist for Renewal Applications

Reviewed By: Shireen Meskoob

Please note: Yearly renewal requirements and changes since last filing were submitted. Items reviewed are highlighted in **yellow**.

School Name: <b>Hampshire Country School</b>	Phone Number: <b>603-899-3325</b>	Application Type: <b>AP</b>
<p><b>ABOUT THE SCHOOL:</b> Hampshire Country School is a small, old-fashioned country boarding school. The property covers 1700 acres which includes a main campus, two ponds, a working farm, miles of historic stone walls, and a 1400 acre nature preserve. The school is designed for boys who “need and want the personal attention, guidance, praise, and inspiration of real, human teachers”. These are students for whom “personal guidance and mentoring are more important than the abundance of facts and electronic stimulation that comes from computer directed instruction”. Computers are used to a moderate extent in class, but in most respects the educational experience is personal and human rather than electronic. Classes typically have only 3 to 6 students. Within these small groups, instruction is traditional, with discussions, presentations, and assignments. In such small classes, every student sits near the front of the room and teachers and students are always in direct contact with each other. Lessons can be modified to fit one or two students’ special interests or difficulties; and interruptions because of a student’s abundance of enthusiasm or momentary frustration do not need to become major issues.</p>		
Address: 28 Patey Circle, Rindge, NH 03461		
Head of School: Bernd Foecking, Head of School	Email: <a href="mailto:bernd@hampshirecountryschool.net">bernd@hampshirecountryschool.net</a>	
Authorized to Represent School: Stormy LaRoche	Email: <a href="mailto:nurse@hampshirecountryschool.net">nurse@hampshirecountryschool.net</a>	
Date Application Received: 3/6/2020	Date of Expiration: 6/30/2020	
Grade Levels: 2-12	Co-Educational: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Boarding School: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 20 for School Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input checked="" type="checkbox"/>	Accrediting Agency	1/24/20	Accredited by the New England Association of Schools and Colleges (NEASC). Initial Accreditation (year of affiliation if Candidate): 1988. Last Decennial Review: 2019.
<input checked="" type="checkbox"/>	Associations Members	1/24/20	National Association of Independent Schools (NAIS), Small Boarding School Association (SBSA), Independent Schools Association of Northern New England (ISANNE).
<input type="checkbox"/>	Summer School/Programs		
<input checked="" type="checkbox"/>	School Calendar	1/24/20	Classes run from 9/9/19 through 6/12/20. Included are general camp sessions, workshops, holidays, and vacations.
<input checked="" type="checkbox"/>	School Hours Survey	1/24/20	Students at all grade levels taught at this school are provided with 6.5 instructional hours each day. The school is in session for 174 days per calendar year, yielding 1,131 instructional hours per year. The number of scheduled instructional hours provides overage for snow days. This complies with Ed 401.03
<input checked="" type="checkbox"/>	Grade Level	1/24/20	The school currently enrolls students for grade levels 3-10. The school has been approved to offer grades 2-12.
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		

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<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Phys. Ed Credit on High School Transcript		
<input type="checkbox"/>	US-NH History, RSA 189:11		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Board Members List		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	1/24/20	Document was submitted on 10/4/19 by Casey Burrage from the Rindge Fire Department. The date of the inspection was 9/30/19 and was conducted on the Main Building for the school. Corrective actions include fire drill exercises, documentation for daily inspection of egress routes, and minor deficiencies of sprinkler systems. A re-inspection was required. On 3/23/2020, a follow-up inspection of the deficiencies in the sprinkler system was completed. The mislabeling and mismarked trouble switches have been addressed and corrected. The sprinkler system is in normal operation. Concerning a question of in regard to corridors of less than 6 feet in width, in the Main House, the school was issued a variance by the NH State Fire Marshal in regard to the width of the corridors and the local fire department has applied that standard in the school's annual inspections.
<input checked="" type="checkbox"/>	Health Inspection Report	3/6/2020	On 3/6/2020, Edmund M. Walker of the Town of Peterborough inspected the Mountain View, Coach Couse, Forest View, Mill House, and Deer Run. Maximum enrollment for this school is 25. The school received a passing grade in every category.
<input checked="" type="checkbox"/>	Secretary of State Certificate of Good Standing	1/24/20	Submitted and in good standing.
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input type="checkbox"/>	Receive Funds from Local District		
<input type="checkbox"/>	United States Flag Displayed		
<input type="checkbox"/>	Student Handbook		
<input type="checkbox"/>	Grievance Policy		
<input type="checkbox"/>	Student Records Location Upon School Closing		
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	10/7/19	Submitted late.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	11/18/19	Submitted late.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	1/7/20	Submitted late.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	11/18/19	Submitted late.
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/22/2020	Notwithstanding the late submittal of data collection and the emergency operation plan, the Office of Nonpublic Schools determines that <i>Hampshire Country School</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance and program purposes. With the approval of the State Board of Education, our office will send a letter to

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			the school indicating the approval good through June 30, 2025.
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### Nonpublic School Checklist for Renewal Applications

Reviewed By: Shireen Meskoob

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in yellow.

School Name: <b>Laconia Christian Academy, Inc. (LCA)</b>	Phone Number: <b>603-524-3250</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> Laconia Christian Academy is a non-denominational Christian school for children in grades preschool through 12, centrally located in the Lakes Regions of NH. They have a faith-based approach to learning and are designed to provide a college-preparatory education. They take both a classical and unconventional approach to history and literature in that they provide college-prep programs and are also a TimberNook-certified school with emphasis on experiential learning and play-based program.</p>		
Address: 1386 Meredith Center Road, Laconia, NH 03246 (same as mailing)		
Head of School: Donald R Ruba, Head	Email: <a href="mailto:rick.duba@laconiachristian.org">rick.duba@laconiachristian.org</a>	
Date Application Received: 1/6/2020	Date of Expiration: 6/30/2020	
Grade Levels: K-12	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 108 for School Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input checked="" type="checkbox"/>	Accrediting Agency	1/6/2020	The school is accredited by the Association of Christian School International (ACSI). The accreditation term is effective June 13, 2016 through June 30, 2021. ACSI requires annual reports that seek certification of continued Standards compliance and of progress made on major recommendations. <i>If school seeks to change status with DOE from AA to AP, it will need to file an initial application for AP status. This information was provided to the head of the school. In 2023, they may complete an initial application for AP status.</i>
<input type="checkbox"/>	Summer School/Programs		
<input checked="" type="checkbox"/>	School Calendar		A 2019-2020 calendar indicates the first and last day of school, holidays and vacations the number of instruction hours provides for the additional 30 hours required in the event of bad weather/emergency situations.
<input checked="" type="checkbox"/>	School Hours Survey	1/6/2020	The school provides 1050 instructional hours for grades K-6 and 1092 hours for grades 7-12. These figures comply with Ed 401.03.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input checked="" type="checkbox"/>	Supporting Services	1/6/2020	LCA now employs a part-time NH certified guidance school counselor.
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Phys. Ed Credit on High School Transcript		
<input type="checkbox"/>	US-NH History, RSA 189:11		
<input checked="" type="checkbox"/>	Administrative Organization	1/6/2020	On 12/3/2019, LCA became independent of Laconia Christian Fellowship. A new organization chart on page 24 of the school's faculty handbook indicates a governing board, a head of school, an assistance principal for the lower school horizontal to an executive assistance and

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			operations manager, followed by the administrative staff and faculty.
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Board Members List		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	2/20/2020	Charles Roffo, Deputy Chief of Fire Prevention of the Laconia Fire Department, conducted an inspection on 11/25/2019. He indicated violations that required corrective actions. On 12/18/2019, correspondence from Rick Duba to Mr. Roffo indicated that all corrective actions that were required on the school's inspection report had been resolved, including: fire doors operational, fire extinguishers charged and in working condition, fire extinguisher inspection completed and all extinguishers tagged, NFPA compliant door handles installed on Upper School doors.
<input checked="" type="checkbox"/>	Health Inspection Report	1/6/2020	On 1/6/2020, James Bean of the Laconia Fire Department, 603-524-6881, conducted the inspection of all four buildings used by students. His summary remarks included that the school was clean with no defects noted. The water systems were good, no signs of posts or other issues. LCA utilizes a public well and septic system.
<input checked="" type="checkbox"/>	Secretary of State Certificate of Good Standing	12/31/2019	The Secretary of State accepted the new business name, Laconia Christian Academy, Inc.
<input checked="" type="checkbox"/>	Federal Tax Exempt Status	1/6/2020	An updated copy with a new identification number was provided given the name change.
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input type="checkbox"/>	Receive Funds from Local District		
<input type="checkbox"/>	United States Flag Displayed		
<input type="checkbox"/>	Student Handbook		
<input type="checkbox"/>	Grievance Policy		
<input type="checkbox"/>	Student Records Location Upon School Closing		
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	9/4/2019	Submitted 3 days late.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	7/31/2019	Submitted 1 month late.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	10/17/2019	Submitted 2 days late.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	7/31/2019	Submitted 1 month late.
<input type="checkbox"/>			
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	3/15/2020	Our office determines that <i>Laconia Christian Academy</i> complies with the minimum requirements set forth in Ed 400 relative to its status for attendance purposes. With the approval of the State Board of Education, our office will provide a letter to the school indicating approval good through June 30, 2023. <i>If school seeks to change status with DOE from AA to AP, it will need to file an initial application for AP status during next renewal.</i>



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			<p>The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.</p>
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## Nonpublic School Checklist for Renewal Applications

Reviewed By: *Shireen Meskoob*

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>NFI North – Contoocook School</b>	Phone Number: <b>603-746-7702</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> NFI North, Inc. (NFI) is a multi-service agency that provides individualized support services to children, youth, families, adults and seniors in a variety of settings. The organization has worked to develop small community-based services designed to meet the psychological, emotional, behavioral, and educational needs of individuals and their families. NFI operates several certified private special education and/or special purpose schools for all ages as well as day programming for youth and adults with serious emotional challenges They believe that “issues outside of the academic realm can enhance academic performance, process is more important than product, concept development is experientially based, and every community member is a teacher and a learner”.</p>		
Principal Address: 40 Park Lane, Contoocook, NH 03229		
Head of School: Heidi Foisy, Program Director	Email: <a href="mailto:HeidiFoisy@nafi.com">HeidiFoisy@nafi.com</a>	
Authorized Rep. : Thomas Mirando, Education Coordinator	Email: <a href="mailto:ThomasMirando@nafi.com">ThomasMirando@nafi.com</a>	
Date Application Received: 3/1/2020	Expiration Date: 6/30/2020	
Grade Levels: 6-12	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 10 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input checked="" type="checkbox"/>	School Calendar	3/1/2020	Submitted. Includes number of days open, days off, teacher workshops, early release, last days of each quarter, parent teacher conferences, holidays and vacations. It is explicitly indicated that additional school days needed due to inclement weather will be completed between June 12-17. Start and end time of each day is also noted.
<input checked="" type="checkbox"/>	School Hours Survey	3/1/2020	The school is open 180 days per year and provides a minimum of 5.25 hours of instructional time per days. This meets the requirement set forth in Ed 401.03.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	3/30/2020	Submitted and includes mission, profile, administrative team, daily schedule, academics, grading system, graduation requirements, absences, behavioral expectations, bullying, discipline, drugs and alcohol, emergency intervention, fire drills, health concerns, computer use, Parents Right to Know, removing students from school property, prohibited items, sexual harassment, smoking and tobacco use, truancy, visitors, withdrawals.
<input checked="" type="checkbox"/>	Grievance Policy	3/30/2020	<ul style="list-style-type: none"> <li>The school references RSA 193-F on the prohibition of <i>bullying</i>, false accusations, retaliation, a disciplinary policy for both students who commit acts of bullying</li> </ul>

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	<i>Restraint and seclusion, bullying, teacher misconduct, tuition repayment, and child restraint (RSA 126-U and Ed 403.01(o))</i>		<p>and those who falsely accuses another of the same as a means of retaliation. It includes a procedure and timeline outlining the internal reporting requirement, the investigation, response and discipline.</p> <ul style="list-style-type: none"> <li>• The school references RSA 126-U on <i>restraint</i> and <i>seclusion</i>. The school limits the use of restraint to emergencies only to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the child or others. Restraint will be used only by trained personnel using extreme caution when all other interventions have failed or deemed inappropriate.</li> <li>• The applicability of sexual harassment and the complaint procedure is not exclusive to students. A procedure for all <i>employees</i>, students, and parents or guardians of students exists in that anyone can file a complaint, and that if the allegation of sexual harassment involves the Program Director, the complainant can contact the Regional Director at NFI North, Inc.</li> <li>• NFI North does not accept <i>private pay</i> students and therefore tuition repayment is not required.</li> </ul>
<input type="checkbox"/>	Location of Student Records Upon Closing		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input type="checkbox"/>	Governing Board		
<input type="checkbox"/>	Staff List		
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	3/1/2020	Donald Delude of the Hopkinton Fire Department conducted a fire and life safety inspection of NFI North Contoocook School on 10/21/2020. All applicable items received a passing grade. Corrective actions are not required, and neither is a re-inspection of the facility.
<input checked="" type="checkbox"/>	Health Inspection Report	3/1/2020	Neal Cass of the Town of Hopkinton conducted a health inspection of the school on 9/12/2019. All applicable items received a passing grade. No remarks were made.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing		Submitted and in good standing. (NFI NORTH, INC.)
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	8/26/2019	Submitted on time.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	7/9/2019	Submitted late.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	1/7/2019	Submitted late.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	7/9/2019	Submitted late.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		

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<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/23/2020	<p>The Office of Nonpublic Schools determines that <i>NFI North – Contoocook School</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance purposes only. With the approval of the State Board of Education, our office will provide a letter to the school indicating said approval good through June 30, 2023.</p> <p>The school understands it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.</p>
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## Nonpublic School Checklist for Renewal Applications

Reviewed By: *Shireen Meskoob*

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>NFI North, Inc. – Davenport School</b>	Phone Number: <b>603-586-4328</b>	Application Type: <b>AA</b>
<p><b>About the School:</b> NFI North, Inc. (NFI) is a multi-service agency that provides individualized support services to children, youth, families, adults and seniors in a variety of settings. The organization has worked to develop small community-based services designed to meet the psychological, emotional, behavioral, and educational needs of individuals and their families. NFI operates several certified private special education and/or special purpose schools for all ages as well as day programming for youth and adults with serious emotional challenges. They believe that issues outside of the academic realm can enhance academic performance, process is more important than product, concept development is experientially based, and every community member is a teacher and a learner.</p>		
Principal Address: 30 Davenport Rd, Jefferson, NH 03583		
Mailing Address: PO Box 209, Jefferson, NH 03583		
Head of School: Michael Eddy, Education Coordinator	Email: MichaelEddy@nafi.com   Phone Number: 603-586-4328	
Authorized Representative: Deborah Weeks, Program Director	Email: DeborahWeeks@nafi.com   Phone Number: 603-586-7161	
Date Application Received: 3/1/2020	Expiration Date: 6/30/2020	
Grade Levels: 7-12	Co-Educational: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Females Only	
Boarding School: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 10 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input checked="" type="checkbox"/>	School Calendar	3/1/2020	Submitted. Includes number of days open, days off, teacher workshops, early release, last days of each quarter, parent teacher conferences, holidays and vacations. It is explicitly indicated that additional school days needed due to inclement weather will be completed between June 12-17. Start and end time of each day is also noted.
<input checked="" type="checkbox"/>	School Hours Survey	3/1/2020	The school is open 180 days per year and provides a minimum of 5.25 hours of instructional time per day. This meets the requirement set forth in Ed 401.03.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	3/30/2020	Submitted and includes mission, profile, administrative team, daily schedule, academics, grading system, graduation requirements, absences, behavioral expectations, bullying, discipline, drugs and alcohol, emergency intervention, fire drills, health concerns, computer use, Parents Right to Know, removing students from school property, prohibited items, sexual harassment, smoking and tobacco use, truancy, visitors, withdrawals.

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<input checked="" type="checkbox"/>	Grievance Policy	3/3/2020	<ul style="list-style-type: none"> <li>The school references RSA 193-F on the prohibition of <i>bullying</i>, false accusations, retaliation, a disciplinary policy for both students who commit acts of bullying and those who falsely accuses another of the same as a means of retaliation. It includes a procedure and timeline outlining the internal reporting requirement, the investigation, response and discipline.</li> <li>The school references RSA 126-U on <i>restraint</i> and seclusion. The school limits the use of restraint to emergencies only to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the child or others. Restraint will be used only by trained personnel using extreme caution when all other interventions have failed or deemed inappropriate.</li> <li>The applicability of sexual harassment and the complaint procedure is not exclusive to students. A procedure for all <i>employees</i>, students, and parents or guardians of students exists in that anyone can file a complaint, and that if the allegation of sexual harassment involves the Program Director, the complainant can contact the Regional Director at NFI North, Inc.</li> <li>NFI North does not accept <i>private</i> pay students and therefore a tuition repayment plan is not required.</li> </ul>
<input type="checkbox"/>	Location of Student Records Upon Closing		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input type="checkbox"/>	Governing Board		
<input type="checkbox"/>	Staff List		
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	3/1/2020	Inspector Christopher Milligan of the Jefferson Fire Department conducted an inspection on 9/9/2019. The school received a passing grade in all relevant categories. It is noted that based on the information collected, a corrective action is not required.
<input checked="" type="checkbox"/>	Health Inspection Report	3/1/2020	Inspector Paul Ingersoll of the Town of Jefferson inspected three buildings that comprised the school on 8/29/2019. The school passed the inspection. There was no remarks, comments, or corrective actions.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	3/1/2020	Submitted and in good standing. (NFI NORTH, INC.)
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	8/26/2019	Submitted on time.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	9/23/2019	Submitted late.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	9/25/2019	Submitted on time.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	9/23/2019	Submitted late.

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<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/23/2020	<p>The Office of Nonpublic Schools determines that <i>NFI North, Inc. – Davenport School</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance purposes only. With the approval of the State Board of Education, our office will provide a letter to the school indicating said approval good through June 30, 2023.</p> <p>The school understands it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.</p>

### Nonpublic School Checklist for Renewal Applications

Reviewed By: Shireen Meskoob

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in yellow.

School Name: <b>Parker Academy</b>	Phone Number: <b>603-410-6240</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> Parker Academy is a private day school located in Concord, New Hampshire that provides small individualized programs for students of ages 11 through 21, including special education placements by school districts. Small classrooms allow students to connect with other students, often during the class lessons and teachable moments. Teachers are the primary instructional agent of the school. Their stated long-term purpose is “to prepare all of our students to be active citizens who can readily adapt to a changing world. Their stated short-term purpose is “to help students achieve their goals as indicated on their IEP. Working in teams, our students and faculty make sure our programs are responsive and that all voices are represented.”</p>		
Principal Address: 2 Fiske Road, Concord, NH 03301		
Head of School: David Parker, Director	Email: dparker@parkeracademy.com	
Authorized to Represent School: Tom Starratt	Email: tstarratt@parkeracademy.com	
Date Application Received: 3/1/2020	Expiration Date: 6/30/2020	
Grade Levels: 6-12	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> For Profit <input type="checkbox"/> Nonprofit	
Enrollment Total: 45 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input checked="" type="checkbox"/>	School Calendar	3/1/2020	Submitted and includes first and last day of class, holidays, vacations, end of each quarter, days reserved for making up time lost due to inclement weather or unforeseen circumstances.
<input checked="" type="checkbox"/>	School Hours Survey	3/1/2020	The school is open 180 days per year and provides a minimum of 5.25 hours of instructional time per days. This meets the requirement set forth in Ed 401.03.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	3/31/2020	Submitted and includes graduation requirements, grading system, attendance policy, portfolio and evaluations, snow days college planning, community service, athletics, off campus policy, computer policy, electronic devices, behavioral expectations and polices, infractions, harassment/bullying, drug and substance abuse, tobacco, sexual harassment, student records, child abuse.
<input checked="" type="checkbox"/>	Grievance Policy	3/31/2020	<ul style="list-style-type: none"> <li>The following are not tolerated at Parker: verbal and/or sexual harassment, teasing, <i>bullying</i>, physical violence, possession of a weapon, defined as any object whose use at the time or whose primary</li> </ul>

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			<p>purpose is to cause, or by intimidation threaten to cause, bodily harm or injury. Harassment and bullying include taunts, insults, any communication, actions and languages which is used to provoke violence or undue emotional duress.</p> <ul style="list-style-type: none"> <li>• <i>Sexual harassment</i> is not tolerated by neither staff, student nor teachers. It is defined in the handbook, and treated as a major disciplinary offenses, some of which are considered violations of criminal law and will be referred to legal authorities.</li> <li>• <i>Teacher misconduct</i> is included, its reporting process, investigation, and if appropriate contact to law enforcement and other local agencies.</li> <li>• Regarding <i>tuition refunds</i>, the school or parent must make a written request no later than 30 days after the student has left the school. The school will review what services have been provided, what written commitments have been made, attendance and any case work done by staff. The disclosure continues to outline the process, including one for an appeal.</li> </ul>
<input type="checkbox"/>	Location of Student Records Upon Closing		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input type="checkbox"/>	Governing Board		
<input type="checkbox"/>	Staff List		
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	3/1/2020	On October 17, 2019, an inspection of this location was conducted. Based on the City of Concord Fire Department's inspection of the facility, the school is in general conformance with the applicable codes and standards.
<input checked="" type="checkbox"/>	Health Inspection Report	3/1/2020	Inspector Gwen Williams, Health & Licensing Officer of the City of Concord, performed an inspection on October 1, 2019. Two water leaks were noted on ceiling tiles. Corrective action was to monitor for new staining and replace stained tiles by 11/30/2019. No other comments were indicated. Gwen Williams later verified that the tiles were replaced and the school completed all of the needed changes/upgrades.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	3/31/2020	The school was incorporated with the State of NH as "Tutoring & Instructional Services, Inc." in 1986. In November 2012 the name, Parker Education, was registered as a Trade Name owned by Tutoring & Instructional Services, Inc. This Trade Name is in good standing and is up for renewal on November 16, 2022. Parker Education encompasses the different programs that are provided, individualized tutoring, the day school Parker Academy, and college planning/consulting. Therefore Parker Academy is a program, not an individual entity, of Parker Education.

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<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	8/26/2019	Submitted on time.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	7/1/2019	Submitted 2 days late.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	10/15/2019	Submitted on time.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	7/1/2019	Submitted 1 day late.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/24/2020	<p>The Office of Nonpublic Schools determines that <i>Parker Academy</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance purposes only. With the approval of the State Board of Education, our office will provide a letter to the school indicating approval good through June 30, 2023.</p> <p>The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.</p>

## Nonpublic School Checklist for Renewal Applications

Reviewed By: Shireen Meskoob

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>Pine Haven Boys Center</b>	Phone Number: <b>603-485-7141</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> Pine Haven is a private, non-profit, non-sectarian, intensive residential facility that cares for boys with behavioral, educational or emotional problems. Formerly known as the SALVATION OF YOUTH, Pine Haven was begun when a group of Catholic, Protestant, Orthodox, and Jewish citizens met with the Somascan Fathers to provide a home for at-risk boys. Pine Haven was incorporated on September 26, 1969. The school's philosophy can be summarized in two statements: "There is no such thing as a bad child." And "Children need and are entitled to their families." The school is committed to providing children with positive experiences and success oriented programs. The process is to identify appropriate behaviors: catching the child doing right. The ultimate goal is to have the youngster return to his family, school and community.</p>		
Principal Address: 133 River Road, Suncook, NH 03275		
Mailing Address: PO Box 162, Suncook, NH 03275		
Head of School: Fr. Paul Riva, Executive Director	Email: <a href="mailto:paulriva68@hotmail.com">paulriva68@hotmail.com</a>	
Authorized to Represent School: Michael Maroni, Principal	Email: <a href="mailto:phbc@comcast.net">phbc@comcast.net</a>	
Date Application Received: 3/1/2020	Expiration Date: 6/30/2020	
Grade Levels: 1-8	Co-Educational: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Males Only	
Boarding School: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 22 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input checked="" type="checkbox"/>	School Calendar	3/1/2020	Submitted and includes total number of school days (180), days out of school, school marking periods, summer school session, first and last day of school. Includes days reserved for making up time lost due to inclement weather or unforeseen circumstances.
<input checked="" type="checkbox"/>	School Hours Survey	3/1/2020	The school is open 180 days per year and provides a minimum of 5.25 hours of instructional time per days. This meets the requirement set forth in Ed 401.03.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	4/6/2020	Submitted and revised in 2020, includes mission, educational programs, tutoring, IEPs, residential program, recreational activities, religious education, medical services, children's rights, admission, documentation, discharge, behavior management non-violent practices, physical intervention, emergency plan and procedure.
<input checked="" type="checkbox"/>	Grievance Policy	4/6/2020	The handbook lists infractions that warrant an incident report, including use of objects that intend to cause physical

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			harm, acts of coercion, sexual abuse. School suspension is warranted when the student's behavior endanger the health and safety of himself or others. If students are aggressive, hostile, and lacking in impulse control, staff will take over control and use <i>restraints</i> . Holding skills and seclusions are used as a last resort. Section on Prohibited Practices includes policy against <i>bullying</i> and sexual harassment. Section on <i>children's rights</i> indicates that no one shall physically, mentally, sexually abuse them. Detailed grievance procedures are outlined in a separate manual. Pine Haven does not accept <i>private pay</i> students, and therefore a tuition repayment policy is not required.
<input type="checkbox"/>	Location of Student Records Upon Closing		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input type="checkbox"/>	Governing Board		
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	3/1/2020	On 8/20/2019, Fire Inspector Evan McIntosh of the Town of Allenstown conducted a Fire and Life Safety Inspection of the school. No hazards or violations were found.
<input checked="" type="checkbox"/>	Health Inspection Report	3/1/2020	On 10/22/2019, Inspector Denise DeBlois of the Town of Allenstown conducted a health inspection of the school. It was noted that signs posting the prohibition of smoking on the school's grounds were absent. Corrective action indicates that signs for the visitors will be posted and that the school has a nonsmoking policy. No other comments or corrective actions were noted. On 4/6/2020, Mr. Riva confirmed that signs have been posted.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	3/1/2020	In good standing.
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	8/21/2019	Submitted on time.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	6/14/2019	Submitted on time.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	10/7/2019	Submitted on time.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	6/14/2019	Submitted on time.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/24/2020	The Office of Nonpublic Schools determines that <i>Pine Haven Boys Center</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance purposes only. With the approval of the State Board of Education, our office will provide a letter to the school indicating approval good through June 30, 2023.

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			<p>The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim nor imply that their educational program has received the approval of the State Board of Education.</p>
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## Nonpublic School Checklist for Renewal Applications

Reviewed By: *Shireen Meskoob*

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>Pioneer Junior Academy</b>	Phone Number: <b>603-399-4803</b>	Application Type: <b>AP</b>
<b>ABOUT THE SCHOOL:</b> Pioneer Junior Academy (PJA) is a small parochial school in Westmoreland. It believes that “the best education results when Christ is at the center of all we do, the Bible is our foundation and students learn through a whole child approach—nurturing their growth spiritually, academically, physically and socially.”		
Principal Address: 13 Mount Gilboa Road, Westmoreland, NH 03467		
Head of School: Karina Pimentel, Principal/Teacher	Email: karinaonthego@me.com	Phone Number: 802-380-0670
Date Application Received: 3/9/2020	Expiration Date: 6/30/2020	
Grade Levels: 1-8	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 5 for academic year 2019-2020	DOE Approved Provider of SPED Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input checked="" type="checkbox"/>	Accrediting Agency	3/9/2020	Accrediting Association of Seventh Day Adventist (AAA) which is a member of the National Council for Private School Accreditation (NCPSA). A message from the Superintendent of Education, Northern New England Conference of Seventh-day Adventists, Inc., Trevor Schlisner, and a certificate of accreditation from NCPSA indicates that PJA is accredited between 2019-2025.
<input checked="" type="checkbox"/>	School Calendar	3/9/2020	The 2019-2020 school calendar indicates first and last days of school, vacation and holidays, testing days, special events, parent teacher conferences. The calendar has the following disclosures: the Northern New England Conference Office of Education coordinates a system of education in which all schools follow the same calendar. If because of extenuating circumstances, a change becomes necessary, a revised calendar, recommended by the school board, should be submitted to the office of Education for approval. In any revision, a minimum of 180 days is required for New England states. It is also noted that the state law requires schools to make up all snow days.
<input checked="" type="checkbox"/>	School Hours Survey	3/9/2020	First scheduled day of class is 8/26/2019 and last day is 6/11/2020. Students in grades 1-6 receive of total of 1102 instructional hours. Students in grades 7-8 receive a total of 1057 instructional hours. Figures comply with Ed 401.03 and account for the additional 30 hours required in the event of inclement weather and unexpected circumstances.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		

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<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	3/9/2020	Updated in 2019, the Handbook includes admissions policies, grade requirements, attendance requirements, classwork assignments, grading system, graduation requirements, school conduct, fire and emergency drills, grievance policy, sexual harassment, disciplinary policy, and financial information.
<input checked="" type="checkbox"/>	Grievance Policy - <i>Bullying, Teacher Misconduct, Tuition Repayment, Child Restraint</i>		Disciplinary action against any <i>misconduct</i> between parents, students and teachers is outlined on p. 9 of the Handbook, to include privately contacting the individual, contacting the principal for a joint meeting, contacting the school board chairperson, and contacting a trained mediator, in that order should the attempt to resolve the issue fails at each level of intervention. Anti-bullying policies are highlighted on page 6 and 7 of the Handbook, including prohibiting the participation or conspiracy to do any act that injures, degrades, or disgraces a fellow student or staff. The school's use of <i>The Atlantic Union Education Code</i> provides further guidance relative to <i>bullying</i> and <i>restraint</i> ; the school prohibits physical or corporal punishment or inappropriate restraints, as well as isolation in unsupervised areas. The <i>Code</i> also indicates that students <i>pay</i> on a month to month basis.
<input type="checkbox"/>	Location of Student Records Upon Closing		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input checked="" type="checkbox"/>	Governing Board	3/9/2020	New school board members. Harris (Chairperson), Nickerson, Jones, Pimentel (Principal), Miller, Stiles, Paton, Strutt.
<input checked="" type="checkbox"/>	Budget & Operating Statement	3/9/2020	The budget for 2019-2020 was provided. Income included church subsidies from Keene and Mountain View, non-constituent student income, capital fundraising projects, totaling to \$86,700. Expenses included teacher salaries, utilities, cleaning, library materials, computers, school maintenance, supplies and copier, totaling to \$86,700 yielding a net gain (loss) of \$0.
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	3/9/2020	Inspector Chief Harry E. Nelson of Westmoreland Fire/Rescue Department inspected the academy on March 9, 2020. In all applicable categories, they receiving a passing grade. There were no comments or notes on the final page. Corrective actions were not indicated.
<input checked="" type="checkbox"/>	Health Inspection Report	3/9/2020	Health Inspector Kelly Wright of the Town of Westmoreland inspected the academy on 3/9/2020. In the areas of sanitation, restrooms, food preparation, septic wastewater system, environmental hazards, smoking, and animals, the

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			school received a passing grade. There were no additional remarks by Inspector Wright.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	4/15/2020	Submitted and active as a tradename under Northern New England Conference Association of Seventh-Day Adventists which is in good standing.
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	8/30/2019	Submitted on time.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	8/20/2019	Submitted late.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	1/8/2020	Submitted late.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	8/20/2019	Submitted late.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/24/2020	The Office of Nonpublic Schools determines that <i>Pioneer Junior Academy</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance and program purposes. With the approval of the State Board of Education, our office will provide a letter to the school indicating approval good through June 30, 2025.

## Nonpublic School Checklist for Renewal Applications

Reviewed By: *Shireen Meskoob*

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

<b>School Name: Regional Services &amp; Education Center (RSEC): RSEC Academy</b>	<b>Phone Number: 603-886-8500</b>	<b>Application Type: AA</b>
<p><b>ABOUT THE SCHOOL:</b> The RSEC Academy teaches students who are unable to find success in a traditional classroom setting and who have the following challenges: language-based learning disabilities, autism, emotional disturbance, anxiety disorder or school phobia, health issues, speech or language impairment, deaf or hard of hearing, and Asperger's syndrome. The mission of <i>The Academy</i> is to provide students with skills and strategies that will allow them to transition successfully back to their sending school, on to further education, or to the community work force. In parallel with a student's individualized learning program (IEP) developed by school district professionals, teachers and staff teach transition and life skills by connecting concepts to real-life situations, such as turning a trip to the grocery store into a lesson in math, efficiency, and teamwork.</p>		
Principal Address: 31 Old Nashua Road, Amherst, NH 03031		
Mailing Address: PO Box 370, Amherst, NH 03031		
Head of School: Judy Koch, Executive Director	Email: <a href="mailto:jkoch@rsec.org">jkoch@rsec.org</a>	
Authorized to Represent School: Janet Reed, Director	Email: <a href="mailto:jreed@rsec.org">jreed@rsec.org</a>	
Date Application Received: 3/1/2020	Expiration Date: 6/30/2020	
Grade Levels: 5-12	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 27 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input checked="" type="checkbox"/>	School Calendar	3/1/2020	Submitted and includes first and last day, built in snow days, holidays and vacations, school scheduled hours, early release.
<input checked="" type="checkbox"/>	School Hours Survey	3/1/2020	The school is open 180 days per year and provides a minimum of 5.25 hours of instructional time per days. This meets the requirement set forth in Ed 401.03.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	4/10/2020	Submitted the 2020-2021 Edition of the Student Handbook and includes student schedule, responsibilities of students, parents, and staff, class expectations, attendance, bullying, cyber bullying, discipline policy, drugs and alcohol, FERPA, emergency drills, grading scale, graduation requirements, harassment, honor roll, immunization, restraint policy, scholastic dishonesty, technology use policy, weapons, visitors.

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<input checked="" type="checkbox"/>	Grievance Policy - Ed 403.01(o)	4/10/2020	The 2020-2021 Student Handbook outlines policy on bullying on p. 5, beginning with the definition, examples of physical and verbal acts, statement on prohibiting <i>bullying</i> compliant with RSA-F. Relative to <i>teacher misconduct</i> , staff sign documents, including section in Personnel Handbook and the NH DOE Code of Ethics Conduct. Policy on restraint is outline on pg. 17, wherein official may use <i>restraint</i> to ensure the immediate physical of person when there is a substantial and imminent risk of serious bodily harm to the child or others, and then only when other interventions have failed or have been deemed inappropriate, consistent with state law and regulations. The school defines what restraint shall not include as well. The school does not accept <i>private pay</i> students., and therefore a refund policy is not required.
<input type="checkbox"/>	Location of Student Records Upon Closing		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input type="checkbox"/>	Governing Board		
<input type="checkbox"/>	Staff List		
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	3/1/2020	Deputy Chief Roy Olsen of the Amherst Fire Rescue conducted a fire and life and safety inspection on 9/9/2019 of the high school, the high school annex, and the middle school. The school received a passing grade in most applicable categories. It was noted at the end of the report that the school needed to have the fire extinguisher in the computer room inspected. The emergency light in front of community room needed to be fixed. Yearly alarm system test needed to be done and forwarded to the fire department. A timeline of corrective actions was required. A re-inspection of the facility is not required. On 4/10/2020, the school confirmed that all actions were completed.
<input checked="" type="checkbox"/>	Health Inspection Report	3/1/2020	Scott Tenney of the Town of Amherst conducted a health inspection of the school on 9/9/2019. The school received a passing grade for a majority of the categories. It was noted that the school was required to clean and sanitize under the sink and vanity of a restroom by 10/9/2019. No other comments were made. A re-inspection of the facilities was not required.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	3/1/2020	The RSEC Academy is listed as an active tradename under Regional Services & Education Center, which is in good standing.
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	9/24/2019	Submitted late.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	6/4/2019	Submitted on time.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	10/27/2019	Submitted late.

**TO BE COMPLETED BY THE DOE UPON RECEIPT OF A  
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<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	6/4/2019	Submitted on time.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/24/2020	<p>The Office of Nonpublic Schools determines that <i>Regional Services &amp; Education Center (RSEC): RSEC Academy</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance purposes only. With the approval of the State Board of Education, our office will provide a letter to the school indicating the approval good through June 30, 2023.</p> <p>The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.</p>

## Nonpublic School Checklist for Renewal Applications

Reviewed By: *Shireen Meskoob*

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>(RSEC): Longview School</b>	Phone Number: <b>603-886-8500</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> RSEC Longview School is a day program that provides education and therapeutic services to high school students. It is operated in a log lodge located on a 154-acre campus bordering Pawtuckaway State Park in Deerfield. The school takes full advantage of the wilderness setting for project-based academics, an inspiration for visual and culinary Arts-Based Counseling programs, and Adventure Based Counseling activities. Longview School is for motivated high school students (ages 13 to 21) who were not successful in their previous educational settings due to emotional, behavioral or learning challenges. An important part of their philosophy is that “students must have an awareness of their issues and the ability to appropriately respond to feedback and redirection, and be willing to do the work. All students participate fully in academic classes, projects, individual counseling and group counseling sessions.” The school can provide a creative approach to teaching struggling students by helping them understand their behaviors and build relationships in pro-social activities.</p>		
Principal Address: 55 Reservation Road, Deerfield, NH		
Mailing Address: PO Box 370, Amherst, NH 03031		
Head of School: Judy Koch, Executive Director	Email: <a href="mailto:Jkoch@rsec.org">Jkoch@rsec.org</a>   Phone Number: 603-886-8500 x 103	
Authorized Representative: Tom Jennings, Director	Email: <a href="mailto:tjennings@rsec.org">tjennings@rsec.org</a>	
Authorized Representative: Diane Seabury, Admin Assistant	Email: <a href="mailto:dseabury@rsec.org">dseabury@rsec.org</a>   Phone Number: 603-463-7854	
Date Application Received: 3/1/2020	Expiration Date: 6/30/2020	
Grade Levels: 9-12	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 19 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input checked="" type="checkbox"/>	School Calendar	3/1/2020	Submitted and includes first and last day, built in snow days, holidays and vacations, school scheduled hours, early release.
<input checked="" type="checkbox"/>	School Hours Survey	3/1/2020	The school is open 180 days per year and provides a minimum of 5.25 hours of instructional time per days. This meets the requirement set forth in Ed 401.03.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	3/1/2020	Submitted the 2020-2021 Edition of the Student Handbook and includes student schedule, responsibilities of students, parents, and staff, class expectations, attendance, bullying, cyber bullying, discipline policy, drugs and alcohol, FERPA, emergency drills, grading scale, graduation requirements, harassment, honor roll, immunization,

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			restraint policy, scholastic dishonesty, technology use policy, weapons, visitors.
<input checked="" type="checkbox"/>	Grievance Policy	3/1/2020	The Student Handbook outlines policy on bullying on p. 5, beginning with the definition, examples of physical and verbal acts, statement on prohibiting <i>bullying</i> compliant with RSA-F. Relative to <i>teacher misconduct</i> , staff sign documents, including section in Personnel Handbook and the NH DOE Code of Ethics Conduct. Policy on restraint is outlined, wherein official may use <i>restraint</i> to ensure the immediate physical of person when there is a substantial and imminent risk of serious bodily harm to the child or others, and then only when other interventions have failed or have been deemed inappropriate, consistent with state law and regulations. The school defines what restraint shall not include as well. The school does not accept <i>private pay</i> students, and therefore a refund policy is not required.
<input type="checkbox"/>	Location of Student Records Upon Closing		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input type="checkbox"/>	Governing Board		
<input type="checkbox"/>	Staff List		
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	4/15/2020	Inspector John Dubiansky of the Deerfield Fire Rescue inspected the school on 12/12/2019. The school received a passing grade in all applicable categories. Corrective actions are not required nor is a re-inspection of the facility.
<input checked="" type="checkbox"/>	Health Inspection Report	3/1/2020	Richard Pelletier of the Town of Deerfield conducted an inspection of the school on 11/5/2019. There were no corrective actions. The school also provided documentation relative to the following: a septic pumping service, an EPA inspection report, a USEPA Asbestos Hazard Emergency Act inspection report, and a lead compliance sampling report. The school is in compliance in each category. They also provided a permit to operate a public water system.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	3/1/2020	RSEC Longview is listed as an active tradename under Regional Services & Education Center, which is in good standing.
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	8/30/2019	Submitted on time.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	6/18/2019	Submitted on time.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	10/15/2019	Submitted on time.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	6/18/2019	Submitted on time.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		

**TO BE COMPLETED BY THE DOE UPON RECEIPT OF A  
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<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/24/2020	<p>                     The Office of Nonpublic Schools determines that (<i>RSEC</i>): <i>Longview School</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance purposes only. With the approval of the State Board of Education, our office will provide a letter to the school indicating the approval good through June 30, 2023.                 </p> <p>                     The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.                 </p>
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### Nonpublic School Checklist for Renewal Applications

Reviewed By: Shireen Meskoob

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in yellow.

School Name: <b>Regional Services &amp; Education Center (RSEC): Vista Learning Center</b>	Phone Number: <b>603-886-8500</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> Vista Learning Center serves male and female students in grades 5-12 in its 210 day program for teaching students with Autism, speech language impairment, emotional disturbance, and other health impaired (OHI). The school helps students “understand themselves and their responses to both academic and home environments, so no longer is “because I have Autism,” an appropriate response to a missed homework assignment.” They believe that behavior is rarely the underlying issue and create individualized curriculum that accounts for a student’s challenges and builds in opportunities to work through them in real time. The Vista Learning Center provides small group academic instruction. Additionally, students are involved in small group adventure-based counseling and transitional activities weekly. Students work on improving self-esteem and strengthening social skills including communication, cooperation, problem solving, trust, leadership, and recreation.</p>		
Principal Address: 31 Old Nashua Road, Amherst, NH		
Mailing Address: PO Box 370, Amherst, NH 03031		
Head of School: Judy Koch, Executive Director	Email: <a href="mailto:Jkoch@rsec.org">Jkoch@rsec.org</a>	
Authorized to Represent School: Amanda Reed, Director	Email: <a href="mailto:areed@rsec.org">areed@rsec.org</a>	
Date Application Received: 3/1/2020	Expiration Date: 6/30/2020	
Grade Levels:5-12	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total:	DOE Approved Provider of SPED Program: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input checked="" type="checkbox"/>	School Calendar	3/1/2020	Submitted and includes first and last day, built in snow days, holidays and vacations, school scheduled hours, early release.
<input checked="" type="checkbox"/>	School Hours Survey	3/1/2020	The school is open 180 days per year and provides a minimum of 5.25 hours of instructional time per days. This meets the requirement set forth in Ed 401.03.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	4/16/2020	Submitted the 2020-2021 Edition of the Student Handbook and includes student schedule, responsibilities of students, parents, and staff, class expectations, attendance, bullying, cyber bullying, discipline policy, drugs and alcohol, FERPA, emergency drills, grading scale, graduation requirements, harassment, honor roll, immunization, restraint policy, scholastic dishonesty, technology use policy, weapons, visitors.

## TO BE COMPLETED BY THE DOE UPON RECEIPT OF A SCHOOL'S APPLICATION

<input checked="" type="checkbox"/>	Grievance Policy	4/16/2020	The 2020-2021 Student Handbook outlines policy on bullying on p. 5, beginning with the definition, examples of physical and verbal acts, statement on prohibiting <i>bullying</i> compliant with RSA-F. Relative to <i>teacher misconduct</i> , staff sign documents, including section in Personnel Handbook and the NH DOE Code of Ethics Conduct. Policy on <i>restraint</i> is outline on pg. 17, wherein official may use restraint to ensure the immediate physical of person when there is a substantial and imminent risk of serious bodily harm to the child or others, and then only when other interventions have failed or have been deemed inappropriate, consistent with state law and regulations. The school defines what restraint shall not include as well. The school does not accept <i>private pay</i> students; a refund policy is not required.
<input type="checkbox"/>	Location of Student Records Upon Closing		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input type="checkbox"/>	Governing Board		
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	3/1/2020	Deputy Chief Roy Olsen of the Amherst Fire Rescue conducted an inspection on 9/9/2019. It was noted that the school needed to address nonfunctional emergency lights. A yearly alarm system test needs to be done too. Corrective action plan including timeline was required and successfully executed.
<input checked="" type="checkbox"/>	Health Inspection Report	3/1/2020	Scott Tenney of the Town of Amherst conducted a health inspection of the school on 9/9/2019. The school received passing grade in every category. There were no comments no corrective actions required.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	3/1/2020	The RSEC Vista Learning Center is listed as an active tradename under Regional Services & Education Center, which is in good standing.
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	9/24/2019	Submitted late.
<input type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	N/A	School received initial approval for academic year 2019-2020. Therefore, it could not complete the A3N collection for 2018-2019.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	9/30/2019	Submitted on time.
<input type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	N/A	School received initial approval for academic year 2019-2020. Therefore, did could not complete the restraint and seclusion collection for 2018-2019.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/24/2020	The Office of Nonpublic Schools determines that the <i>RSEC Vista Learning Center</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance

**TO BE COMPLETED BY THE DOE UPON RECEIPT OF A  
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of its renewed status for attendance purposes only. With the approval of the State Board of Education, our office will provide a letter to the school indicating the approval good through June 30, 2023.

The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.



Nonpublic School Checklist for Renewal Applications

Reviewed By: Shireen Meskoob

Please note: Yearly renewal requirements and changes since last filing were submitted. Items reviewed are highlighted in yellow.

School Name: Sant Bani Phone Number: 603-934-4240 Application Type: AP
ABOUT THE SCHOOL: Sant Bani School, founded in 1973, is an independent PK-8 day school in central NH...
Address: 19 Ashram Road, Sanborton, NH 03269
Head of School: Nan Wodarz, Interim Head Email: nan@santbani.org
Authorized Representative: Joyce Henry, Director of Operation
Date Application Received: 1/22/2020 Date of Expiration: 6/30/2020
Grade Levels: PreK-8 Co-Educational: Yes [x] No [ ]
Boarding School: Yes [ ] No [x] [ ] For Profit [x] Nonprofit
Enrollment Total: 160 for School Year 2019-2020 DOE Approved Provider of SPED Program: Yes [ ] No [x]

Table with 4 columns: Approved, Required Documents, Date Received, Comments. Rows include Accrediting Agency, Additional Note - Third Party Membership, Summer School/Programs, School Calendar, School Hours Survey, Curriculum/Objectives, Grade Level, Enrollment Cap, Graduation Requirements, Phys. Ed Credit on High School Transcript.



## TO BE COMPLETED BY THE DOE UPON RECEIPT OF A SCHOOL'S APPLICATION

<input type="checkbox"/>	US-NH History, RSA 189:11		
<input type="checkbox"/>	Staff List		
<input type="checkbox"/>	New Staff Resume		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Board Members List		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	1/22/2020	An inspection of the facility was conducted by Paul Dexter on 12/11/2019 in accordance with the Town of Sanbornton and Chapter Saf-C 6000 State Fire Code. The facility passed the inspection.
<input checked="" type="checkbox"/>	Health Inspection Report	1/22/2020	Michael Cadsalis of the Town of Sanbornton inspected the facility on 1/17/2020. There were indicated corrective actions. In January 2017, Thomas Livingston, an Asbestos Program Inspector with the NH Department of Environmental Services Air Resource Division, indicated there were no deficiencies identified. In addition to providing annual notices to parents, faculty, and staff, the school has maintained its asbestos management plan documentation. No non-compliance items were found.
<input checked="" type="checkbox"/>	Secretary of State Certificate of Good Standing	1/22/2020	Submitted and in good standing.
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input type="checkbox"/>	Receive Funds from Local District		
<input type="checkbox"/>	United States Flag Displayed		
<input type="checkbox"/>	Student Handbook		
<input type="checkbox"/>	Grievance Policy		
<input type="checkbox"/>	Student Records Location Upon School Closing		
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	12/18/2019	Submitted late.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	11/18/2019	Submitted late.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	12/31/2019	Submitted late.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	11/18/2019	Submitted late.
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Additional Note– Campus Facility	1/30/2020	The campus has two main academic buildings: the Upper Building, for grades 3-5; and the Middle Building, for grades K-2 and 6-8. A third building exists for PreK. All three building were built in the 1970s.
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	1/30/2020	The Office of Nonpublic Schools determines that <i>Sant Bani</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance and program purposes. In recognizing its delinquency relative to submitting data collection and its EOP on time, the school indicates that it will comply with deadlines moving forward. With the approval of the State Board of Education, our office will send a letter to the school indicating the approval for good through June 30, 2025.



New Hampshire

**Department of Education**

**TO BE COMPLETED BY THE DOE UPON RECEIPT OF A  
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## Nonpublic School Checklist for Renewal Applications

Reviewed By: *Shireen Meskoob*

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>Second Start</b>	Phone Number: <b>603-225-3318</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> Second Start exists to help previously unsuccessful students resume or complete their high school education. The school is approved to serve Special Education students with the following disabilities: Emotional Disturbance, Multiple Disabilities, Speech and Language Impairment or Other Health Impairment. The students they serve have been unsuccessful in their previous school and it is the school's goal to help students achieve success and to return to their sending schools to achieve their high school diploma. Second Start students struggle with their behavior. After years of failure in their previous schools, these students tend to see teachers and authority figures as inherently adversarial. Using instruction, modeling, and a variety of experiential activities, the staff creates an environment where students become effective learners and productive citizens in their communities. From the outset, students are told that they are in control of what happens in their lives. They are taught to view change as an internal process rather than an external event.</p>		
Principal Address: 450 North State St, Concord, NH		
Head of School: James Snodgrass, Executive Director	Email: <a href="mailto:jsnodgrass@second-start.org">jsnodgrass@second-start.org</a>	
Authorized Rep: Bill Mealey, Director of Adolescent Services	Email: <a href="mailto:bmealey@second-start.org">bmealey@second-start.org</a>	
Date Application Received: 3/1/2020	Expiration Date: 6/30/2020	
Grade Levels: 10-12	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 28 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input checked="" type="checkbox"/>	School Calendar	3/1/2020	Submitted and includes staff workshop days, first and last day of school, quarter beginnings and ends, holidays and vacations, number of school days, snow days as needed staff workshop days as needed, early release and late arrivals.
<input checked="" type="checkbox"/>	School Hours Survey	3/1/2020	The school is open 180 days per year and provides a minimum of 5.25 hours of instructional time per days. This meets the requirement set forth in Ed 401.03.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	4/2/2020	Submitted and includes memorandum of understanding with sending school districts, mission, philosophy, key skills and model thought processes, academic objectives, grading, schedule, vocational programs, counseling services, acts of violence, administration, program requirements, behavioral interventions, emergency intervention procedures, termination of enrolled student, access to education records, health and medical care, emergency preparedness.

## TO BE COMPLETED BY THE DOE UPON RECEIPT OF A SCHOOL'S APPLICATION

<input checked="" type="checkbox"/>	Grievance Policy	4/2/2020	On p.6 of the handbook, it is indicated that specific areas of concern may require intervention by the staff, including acts of violence and aggression defined as use of weapons, physical or verbal acts that cause another person to feel unsafe, <i>bullying</i> and other forms of harassment. Suspension and termination are part of the disciplinary actions the school may take. <i>Teacher conduct</i> is mentioned on p.14. References made to RSA 169-C indicate that teachers are prohibited from employing measures that are aversive or depriving in nature or which subjects a child to humiliation, unsupervised confinement, abuse, neglect or any action that endangers the child's mental, emotional, and physical health. Discipline procedures follow. Circumstances that allow for the removal of a student include carried or possessing a weapon on school premises or at a school function. The school has a hands off policy to managing student behavior <i>unless</i> another student or staff member are in danger of being hurt. Physical <i>restraint</i> is prohibited unless in response to a threat of imminent, serious, physical harm. The school does not accept <i>private pay</i> students, and therefore a tuition repayment policy is not required.
<input type="checkbox"/>	Location of Student Records Upon Closing		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input type="checkbox"/>	Governing Board		
<input type="checkbox"/>	Staff List		
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	3/1/2020	Kenneth Kiehl of the City of Concord Fire Department conducted an inspection on 12/6/2019. In a letter addressed to the school, based on their inspection, they find that it appears the school is in general conformance with the applicable codes and standards.
<input checked="" type="checkbox"/>	Health Inspection Report	3/1/2020	Gwen Williams of the City of Concord conducted a school health inspection on 10/3/2019. There were neither remarks nor corrective actions. The school received a passing grade in each applicable category.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	3/1/2020	Submitted and in good standing.
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	8/26/2019	Submitted on time.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	6/4/2019	Submitted on time.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	9/11/2019	Submitted on time.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	6/4/2019	Submitted on time.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/24/2020	The Office of Nonpublic Schools determines that <i>Second Start</i> complies with the minimum requirements set forth in

**TO BE COMPLETED BY THE DOE UPON RECEIPT OF A  
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Ed 400 relative to the continuance of its renewed status for attendance purposes only. With the approval of the State Board of Education, our office will provide a letter to the school indicating the approval good through June 30, 2023.

The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.

## Nonpublic School Checklist for Renewal Applications

Reviewed By: Shireen Meskoob

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>Shaker Road School</b>	Phone Number: <b>603-224-0161</b>	Application Type: <b>AP</b>
<b>ABOUT THE SCHOOL:</b> Shaker Road School is a family focused community with small class sizes dedicated to developing the whole child and combining academic curriculum with specialized programs. Its academic courses include all main subjects with additional emphasis on the arts and enrichment, the latter including course such as ceramics, quilting, sewing, woodworking, film-making, music recording studio basics, robotics, web and graphic design, and digital photography.		
Principal Address: 95 Shaker Road, Concord, NH 03301		
Mailing Address: 131 Shaker Road, Concord, NH 03301		
Head of School: Patricia Hicks/Douglas Hicks	Email: <a href="mailto:patricia.hicks@shakerroadschool.org">patricia.hicks@shakerroadschool.org</a>	
Date Application Received: 1/2/2020	Expiration Date: 6/30/2020	
Grade Levels: PreK-9	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 275 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input checked="" type="checkbox"/>	Accrediting Agency	1/2/2020	The school is accredited and in good standing with the New England Association of Schools and Colleges (NEASC). It was last evaluated in November 5, 2013, approved for continued accreditation, and will be reevaluated prior to its expiration date on December 31, 2023. Its Five-Year Interim Evaluation Report was accepted without reservation on November 6, 2018.
<input checked="" type="checkbox"/>	School Calendar	1/2/2020	Complete calendar for the school year includes first and last day of classes, holiday, and separate programs (co-curricular activities).
<input checked="" type="checkbox"/>	School Hours Survey	1/2/2020	For academic year 19-20, the first day of scheduled classes is 9/3/2019 and the last day is 6/4/2020. The school is in session for 177 days. Every grade level attends 6 instructional hours per day, equivalent to 1062 instructional hours per year, meeting the minimum requirement set forth in Ed 401.03 for each grade level.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	1/2/2020	The 19-20 edition includes mission and philosophy, school policies and procedures, behavior management and discipline procedures, harassment and bullying, grievance policy, academic requirements, faculty and staff contact information, emergency procedures, and student health, among others.

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<input type="checkbox"/>	Grievance Policy		
<input checked="" type="checkbox"/>	Location of Student Records Upon Closing	1/2/2020	Records will be sent to the Department of Education in the event the school closes.
<input type="checkbox"/>	Graduation Requirements		
<input checked="" type="checkbox"/>	Summer School/Programs	1/2/2020	Over the course of 10 weeks, the Shaker Road School offers students a classic and specialty camp experience for its students. This includes athletics, swimming, golf, arts and craft, nature study, archery, studio art, ceramics, and dance, among others.
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input checked="" type="checkbox"/>	Governing Board	1/2/2020	Seven member list, includes full address, telephone number and email address. Board President is Caitlin Connelly.
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input checked="" type="checkbox"/>	Authority to Sign Financial Documents Bonded	1/2/2020	Patricia Hicks, Douglas Hicks, Samantha Daniels (Faculty), and Mathew Hicks (Principal).
<input checked="" type="checkbox"/>	Fire and Life Safety Report	1/2/2020	Conducted on 10/22/2019 by Inspector Kenneth Kiehl and Dan Stickney of the City of Concord. The school is in general conformance. They were provided with a Permit to Operate, No. 19-217 which expires 10/31/2020.
<input checked="" type="checkbox"/>	Health Inspection Report	1/2/2020	Conducted and approved by Gwen Williams of the City of Concord on 12/12/2019. In addition, they were provided with their Food Service Operating Permit, No. FP224-18, issued 10/17/2019, expiring on 9/15/2020 by the City of Concord. They were provided with their permit to operate a public water system on 6/17/2019, expiring on 6/30/2020, by the NH Department of Environmental Services.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	1/2/2020	Submitted and in good standing.
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	10/8/2019	Submitted late.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	7/25/19	Submitted late.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	10/3/2019	Submitted on time.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	8/20/19	Submitted late.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	3/6/2020	The Office of Nonpublic Schools determines that <i>Shaker Road School</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance and program purposes (AP Status). With the approval of the State Board of Education, our office will provide a letter to the school indicating approval good through June 30, 2025.

## Nonpublic School Checklist for Renewal Applications

Reviewed By: *Shireen Meskoob*

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>Spaulding Youth Center</b>	Phone Number: <b>603-286-8901</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> Spaulding Youth Center, founded in 1958 with the merger of the Daniel Webster Home (1871) and Golden Rule Farm (1914), is one of the oldest child care facilities of its kind in the country. In an intensive therapeutic setting, the school serves girls and boys with a range of challenges including autism, neurological impairments, behavioral difficulties, emotional disabilities, and learning and developmental disabilities. Certified teachers and professionals provide instruction with modification and accommodation as outlined by each student's individual education plans (IEPs). To support students' IEPs, Spaulding Youth Center offers on-site related services, such as Occupational Therapy, Physical Therapy, and Speech and Language Therapy. The school utilizes evidenced-based approaches, offering comprehensive educational programming to improve student performance in academic, behavioral, adaptive, social and vocational skills. The goal is to prepare students for return to a less restrictive environment and therefore classrooms reflect general education requirements and design.</p>		
Principal Address: 72 Spaulding Rd*, Northfield, NH 03276		
*Campus Includes: 72 Spaulding Rd • 87 Spaulding Rd • 89 Spaulding Rd • 174 Shedd Rd • 79 Spaulding Rd • 95 Spaulding Rd • 93 Spaulding Rd Northfield, NH:		
Head: Susan Ryan, Chief Executive Office & President	Email: <a href="mailto:sryan@spauldingyouthcenter.org">sryan@spauldingyouthcenter.org</a>	
Date Application Received: 3/1/202	Expiration Date: 6/30/2020	
Grade Levels: K-12	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 33 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input checked="" type="checkbox"/>	School Calendar	3/1/2020	Submitted and detailed. Included is: 236 instructional days, includes 30 days summer, 365 residential treatment days. Length of each instructional day is 6 hours, first and last day of school, vacation days and holidays, special events, start and end of terms.
<input checked="" type="checkbox"/>	School Hours Survey	3/1/2020	The school is open 180 days per year and provides a minimum of 5.25 hours of instructional time per days. This meets the requirement set forth in Ed 401.03.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input type="checkbox"/>	Student Handbook		
<input checked="" type="checkbox"/>	Grievance Policy	4/16/2020	The school submitted its policy on behavioral interventions, indicating accordance with state and federal regulations, including RSA 169-C on Child Protection Act, and Ed 1114.07 on child endangerment. Physical <i>restraint</i> and seclusion are not employed unless in response to a threat of imminent, serious, physical harm. The Employee Manual

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			outlines the code of <i>conduct</i> based on the Code of Ethics for NH Educators disseminated by the Department of Education. Its policy and procedure on <i>bullying</i> and sexual harassment sets forth guidelines for reporting and investigating. Definitions and staff training procedures are included. The school does not accept <i>private pay</i> students.
<input type="checkbox"/>	Location of Student Records Upon Closing		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input type="checkbox"/>	Governing Board		
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	3/1/2020	On 10/3/2019, Tim Joubert of Tilton-Northfield Fire and EMS inspected the following buildings on the school's campus: Community Center, Echo, Gymnasium, Howe, School, and Westwood Hall. Corrective actions included addressing the presence of an LP tank storage in a bathroom and nonfunctional emergency lights. A re-inspection was conducted on 11/13/2019. All violations were corrected.
<input checked="" type="checkbox"/>	Health Inspection Report	3/1/2020	Jason Durgin of Northfield conducted a school health inspection on 10/3/2019 of each building on the school's campus. The gymnasium had no hot water; this was fixed on 10/23/2019. The school received passing grade in all categories.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	3/1/2020	Submitted and in good standing.
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	8/27/2019	Submitted on time.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	6/19/2019	Submitted on time.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	1/2/2019	Submitted late.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	7/5/2019	Submitted 5 days late.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/24/2020	<p>The Office of Nonpublic Schools determines that the <i>Spaulding Youth Center</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance purposes only. With the approval of the State Board of Education, our office will provide a letter to the school indicating approval good through June 30, 2023.</p> <p>The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.</p>

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## Nonpublic School Checklist for Renewal Applications

Reviewed By: *Shireen Meskoob*

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>The Cornerstone School</b>	Phone Number: <b>603-772-4349</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> The Cornerstone School is a non-profit Montessori school serving children in the Seacoast region of New Hampshire. Founded in 1985, it is an 11-acre campus with 27 faculty currently on staff. It is affiliated with the American Montessori Society. Classrooms are child-centered communities conducive to sensorial exploration and discovery. Concrete and manipulative materials are central to the journey (emphasized over destination) toward content mastery and accomplishment. A team-teaching model provides for a low teacher/student ratio and the development of social competencies.</p>		
Principal Address: 146 High Street, Stratham, NH 03885		
Head of School: Lee Anne Robertson	Email: <a href="mailto:larobertson@cornerstoneschool.org">larobertson@cornerstoneschool.org</a>	
Authorized Representative: Selvi Lampan, V. President	Email: <a href="mailto:slampan@cornerstoneschool.org">slampan@cornerstoneschool.org</a>   Phone Number: 603-659-1790	
Date Application Received: 12/12/2019	Expiration Date: 6/30/2020	
Grade Levels: K-8	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 112 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input checked="" type="checkbox"/>	Accrediting Agency <i>Other Agency</i>	12/12/2019	The school is recognized by the American Montessori Society, Inc. which provided the school with certificate #14396, expiring in June 30, 2020. The agency is not, however, a recognized one by the DOE.
<input checked="" type="checkbox"/>	School Calendar	12/12/2019	Submitted. Includes first and last day of school, holidays and vacations, professional days, and early releases.
<input checked="" type="checkbox"/>	School Hours Survey	12/12/2019	All students, grades K-8, receive a total of 345 daily instructional minutes for 174 day, which computes to 1000.5 total instructional hours during the year. This complies with the minimum instructional hours per grade as listed in Ed 401.03.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input checked="" type="checkbox"/>	US-NH History Taught, RSA 189:11	12/12/2019	Provided in Grades 4-8.
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input checked="" type="checkbox"/>	Program Opportunities (e.g. art, athletics)	12/12/2019	Available are library, computer technology, world languages, music, art and physical education classes.
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	12/12/2019	Indicated in a Family Handbook, the 19-20 edition contains all pertinent information including admission policy, tuition repayment policy, discipline, bullying prevention and intervention, sexual harassment, cyberbullying, grievance procedures, academic testing, emergency care and protocols, parental involvement, etc.

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<input checked="" type="checkbox"/>	Grievance Policy	12/12/2019	<ul style="list-style-type: none"> <li>The <i>grievance policy</i> in place for parents and students are found in the Student Handbook on pages 9-10. In the event a conflict is not resolved through meeting with teachers, parents may request a meeting with the Head of School at which point an action plan and follow-up meeting measures progress. If parent concerns remain unaddressed, the matter can be discussed with a board member.</li> <li>The <i>tuition repayment</i> policy is described on p.19; if a student is withdrawn within the first 6 weeks and notice is in writing, tuition will be prorated for weeks enrolled. If withdrawal happens during the year because a teacher suggests it, tuition is prorated. In all other instances, tuition is nonrefundable.</li> <li>The <i>restraint</i> and seclusion policy is found on page 9; the practice is never used at the school as a means of punishment. Only if a student is unable to be safe or it is not possible to keep others safe as a result of a child's behavior, the students will be held and/or kept safe by more than one teacher in a public space.</li> <li>The <i>bullying</i> prevention and intervention plan is on p. 21; the school quotes NH state law, Chapter 193-F followed by actions that constitute bullying, the role of electronic devices and the internet, reporting procedures, retaliation, responses to reports, and its prevention.</li> </ul>
<input checked="" type="checkbox"/>	Location of Student Records Upon Closing	12/12/2019	Student records will be located at docStar Eclipse document management/PiF Technologies, which can be reached at 1-866-243-2240.
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input checked="" type="checkbox"/>	Governing Board	12/12/2019	A complete list of the board of directors as of June 30, 2019 was provided, including the President, Brian Riley, Vice President, Selvi Lampan. Full addresses and phone numbers were provided.
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input checked="" type="checkbox"/>	Authority to Sign Financial Documents Bonded	12/12/2019	LeAnne Robertson, Head of School, and Selvi Lampman, Vice President, both have the authority to sign payment checks and other financial documents for the school.
<input checked="" type="checkbox"/>	Fire and Life Safety Report	2/19/2020	Chief Matt Larrabee of the Stratham Fire Department inspected the school on 1/27/2020. He noted the presence of combustible materials in a gym stairwell and fire doors that were half open not on automatic closers. Both issues were resolved prior to completion of the inspection. As such he noted in the report that a follow-up is not required.
<input checked="" type="checkbox"/>	Health Inspection Report	2/19/2020	Inspector Shanti Wolph of the Town of Stratham inspected The Cornerstone School on 1/27/2020 which indicated that asbestos containing building materials have been properly maintained. The voluntary air testing for radon came back

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			negative. Additional remarks or comments were not provided.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	12/12/2019	Submitted and in good standing.
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	8/30/2019	Submitted on time.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	8/21/2019	Submitted late.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	9/30/2019	Submitted on time.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	8/21/2019	Submitted late.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/24/2020	<p>Our office determines that <i>The Cornerstone School</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance purposes only. With the approval of the State Board of Education, our office will provide a letter to the school indicating approval good through June 30, 2023.</p> <p>The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.</p>

### Nonpublic School Checklist for Renewal Applications

Reviewed By: Shireen Meskoob

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in yellow.

School Name: <b>Wediko Children's Services</b>	Phone Number: <b>603-478-5236</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> Wediko Children's Services is a therapeutic residential and day school for adolescent boys experiencing social, emotional, behavioral and academic challenges. The program serves students who present disruption in spheres of educational and social-emotional functioning. Often students have been diagnosed with one or multiple disorders including: depressions and mood disorders, anxiety disorders, autism, attention deficit disorder, post-traumatic stress disorder, attachment disorders, and non-verbal learning disorders. The school accepts school referral placements for students identified with a primary disability of Emotional Disturbance, Autism, and Other Health Impairments. Teachers and clinicians work to support students who struggle with complex psychiatric profiles and disruptive behaviors that hinder educational performance. Students are provided with access to the general curriculum and specially designed instruction and related services to meet students' needs. Related services include speech and language therapy, occupational therapy, counseling, psychiatric services, rehabilitative assistance for behavior and social skills.</p>		
Principal Address: 11 Bobcat Boulevard, Windsor, NH 03244		
Head of School: Greg Stoddard	Email: <a href="mailto:gstoddard@wediko.org">gstoddard@wediko.org</a>	
Authorized Rep: Tobias Iselin, Principal/Administrator	Email: <a href="mailto:tiselin@wediko.org">tiselin@wediko.org</a>	
Date Application Received: 3/1/2020	Expiration Date: 6/30/2020	
Grade Levels: 5 – 12	Co-Educational: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Males Only	
Boarding School: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 38 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input checked="" type="checkbox"/>	School Calendar	4/20/2020	Submitted and includes days off due to staff training, vacation, early release. P. 30 of the School Special Education and Nonpublic School Procedures includes the school year policy, including potential snow/emergency delay policies and regarding the first and last day of the school year. It is a year-round program with 229 instructional days. As such, it meets Ed 401.03 requirements on placeholders for snow days. The first days of school is the first day after June break. Last day is the day before June break.
<input checked="" type="checkbox"/>	School Hours Survey	3/1/2020	The school is open a minimum 180 days per year and provides a minimum of 5.25 hours of instructional time per day. This meets the requirement set forth in Ed 401.03. The school provides year-round instruction, 229 instructional days.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	4/20/2020	The School Special Education and Nonpublic School Procedures (Ed. 2020) was included and includes administration, confidentiality, behavior interventions,

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			physical facilities, health and medical care, emergency planning and preparedness, school year, bullying and harassment policy, grievance procedure.
<input checked="" type="checkbox"/>	Grievance Policy	4/2/2020	<ul style="list-style-type: none"> <li>In regard to behavioral intervention, the school utilizes the Nurtured Heart Approach, a relationship-focused methodology for helping children feel valued and successful. At its core, the method was developed for working with the most difficult children in which staff are trained to use positive intervention to acknowledge inappropriate behaviors.</li> <li>The use of <i>restraint and seclusion</i> is used only to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the child or others.</li> <li><i>Bullying</i> and harassment, its definition, false reporting, reporting, investigative procedures, and remediation are outlined.</li> <li>In regard to <i>teacher misconduct</i>, educators receive on-going training targeting their performance as educators and paraprofessionals, including responsibility to students. They are expected to adhere to the NH DOE Code of Methods for Professional and Code of Conduct for NH Educators.</li> <li>School does not accept <i>private pay</i> students</li> </ul>
<input type="checkbox"/>	Location of Student Records Upon Closing		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input type="checkbox"/>	Governing Board		
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	3/1/2020	Kenneth Stafford of the Hillsboro Fire Department inspected the Learning Lab and Main School Building on 8/27/2019. The school received a passing grade in all applicable categories. As such, neither further inspections nor corrective actions were required.
<input checked="" type="checkbox"/>	Health Inspection Report	3/1/2020	Michal Cuddy, Health Officer of the Town of Windsor, conducted a school health inspection on 9/1/2019 of both the Main School and the Learning Lab. The school received a passing grade in all applicable categories.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	3/1/2020	In good standing as WEDIKO CHILDREN'S SERVICES, INC. It is noted that Wediko Children's Services Inc. provides educational services at Wediko School, a year-round residential program for boys ages 6-21.
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	10/1/2019	Submitted late.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	7/25/2019	Submitted late.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	10/14/2019	Submitted on time.

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<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	7/25/2019	Submitted late.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/24/2020	<p>The Office of Nonpublic Schools determines that <i>Wediko Children's Services Inc.</i> complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance purposes only. With the approval of the State Board of Education, our office will provide a letter to the school indicating the approval good through June 30, 2023.</p> <p>The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.</p>

### Nonpublic School Checklist for Renewal Applications

*Reviewed By: Shireen Meskoob*

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>White Mountain Waldorf School</b>	Phone Number: <b>603-447-3168</b>	Application Type: <b>AA</b>
<b>ABOUT THE SCHOOL:</b> The White Mountain Waldorf School takes on an approach based on the conviction that a truly holistic pedagogy should encompass the education of the heart, hands, and mind (compassion, skills, thinking). Officially founded in 1984, the school is a nonprofit located on a 75-acre campus offering programs from nursery through grade 8. Emphasis is on balancing academic, artistic and practical life skills with fostering each child's ability to think with clarity, feel with compassion and act with purpose and social responsibility in the world.		
Principal Address: 1371 NH Route 16, Albany, NH 03818		
Mailing Address: PO Box 1069, Conway, NH 03818		
Head of School: Brett Gagnon	Email: <a href="mailto:bgagnon@whitemountainwaldorf.org">bgagnon@whitemountainwaldorf.org</a>	
Date Application Received: 1/29/2020	Expiration Date: 6/30/2020	
Grade Levels: PreK - 8	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 50 for School Calendar Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input type="checkbox"/>	Summer School/Programs		
<input checked="" type="checkbox"/>	School Calendar	1/29/2020	First and last day of school, holidays and vacations, make up days in case of inclement weather, are included in the calendar.
<input checked="" type="checkbox"/>	School Hours Survey	1/29/2020	The number of instructional hours provided to grade level K is 1098.5 hours. The number of instructional hours provided to grade levels 1-8 is 1150.5 hours. These figures comply with Ed 401.03.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Phys. Ed Credit on High School Transcript		
<input type="checkbox"/>	US-NH History, RSA 189:11		
<input type="checkbox"/>	Administrative Organization		
<input type="checkbox"/>	Budget		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Board Members List		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	1/29/2020	Matthew Leavitt, Captain of the Conway Fire Department, wrote a letter to the school on 12/11/2019 indicating that the re-inspection of Waldorf School was complete and compliant with the fire code.
<input checked="" type="checkbox"/>	Health Inspection Report	2/3/2020	Inspector Joseph Ferris of Albany Select Board conducted a health inspection on 2/1/2020. His review indicated that White Mountain Waldorf is compliant with applicable codes. An invoice indicated that on 8/25/2015 Otis M



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			Quint and Sons, Inc. serviced the septic tank of the school. The NH Department of Environmental Services Air Resources Division conducted an inspection to determine conformance with asbestos hazard emergency regulation. The school was at first found in violation of the law, and then took immediate action to come into compliance. A drinking water compliance test was conducted by Granite State Analytical Services, LLC on 10/15/2019 and on 12/17/2019; the report indicated that the school passed EPA standards.
<input checked="" type="checkbox"/>	Secretary of State Certificate of Good Standing	1/29/2020	Submitted and in good standing.
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input type="checkbox"/>	Receive Funds from Local District		
<input type="checkbox"/>	United States Flag Displayed		
<input type="checkbox"/>	Student Handbook		
<input type="checkbox"/>	Supporting Services		
<input type="checkbox"/>	Grievance Policy		
<input type="checkbox"/>	Student Records Location Upon School Closing		
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	10/8/2019	Submitted late.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	7/25/2019	Submitted late.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	10/15/2019	Submitted on time.
<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	7/25/2019	Submitted late.
<input checked="" type="checkbox"/>	Facilities - <i>Note</i>		The campus consists of 6 modular units which serve as the administrative offices and classrooms.
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	2/15/2020	<p>The Office of Nonpublic Schools determines that <i>White Mountain Waldorf</i> complies with the minimum requirements set forth in Ed 400 relative to its status for attendance purposes. With the approval of the State Board of Education, our office will provide a letter to the school indicating the approval good through June 30, 2023.</p> <p>The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.</p>

## Nonpublic School Checklist for Renewal Applications

Reviewed By: Shireen Meskoob

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>Windham Woods School</b>	Phone Number: <b>603-212-9586</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> It offers programs for students and families looking for a more hands-on, dynamic educational setting. Each child's learning profile is reviewed to ensure all academic and social needs are addressed. Individual Learning Plans are developed providing insight for the faculty in preparing individualized curriculum and enhance lessons to meet the needs of each student. The school targets students who experience fatigue and frustration in traditional academic settings, students who fall behind in class, lacking confidence and motivation.</p>		
Principal Address: 39 Roulston Road, Windham, NH 03087		
Head of School: Ryan DeJoy	Email: <a href="mailto:rdejoy@winhamwoods.org">rdejoy@winhamwoods.org</a>   Phone Number: 603-890-1222	
Authorized to Represent School: Cooley Ann Arroyo, Esquire	Email: <a href="mailto:arroyoc@cwbp.com">arroyoc@cwbp.com</a>   Phone Number: (603) 224-7761	
Date Application Received: 1/31/2020	Expiration Date: 6/30/2020	
Grade Levels: 1-10	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 48 for School Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input type="checkbox"/>	Summer School/Programs		
<input checked="" type="checkbox"/>	School Calendar	1/31/2020	The school submitted a 2020-2021 school calendar indicating the first and last day of school, 9/1/20 through 6/18/2021, as well as early dismissals, holidays, and vacations. It is compliant with minimum requirements set forth in Ed 403.01
<input checked="" type="checkbox"/>	School Hours Survey	1/31/2020	The school provides 1025 instructional for each grade level, and thereby complies with the minimum requirements set forth in Ed 403.01.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input type="checkbox"/>	Curriculum/Objectives		
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Phys. Ed Credit on High School Transcript		
<input type="checkbox"/>	US-NH History, RSA 189:11		
<input checked="" type="checkbox"/>	Administrative Organization	1/31/2020	The school has revised its naming convention from two schools, Elementary School and Middle School, to three schools: the "Elementary School" (grades 1-5), the "Middle School," (grades 6-8), and the "Upper School" (grades 9-10). The school recently received approval to add a 10th grade and plans to seek approval for additional grade levels in future years, so this change in naming convention is intended to reflect the fact that grade levels will exceed middle school. Matt Taffel is the director of both the Middle and Upper Schools.

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<input checked="" type="checkbox"/>	Budget	1/31/2020	Accounting for tuition, fundraising initiatives, and additional support in grants, against management and faculty salaries, insurance, retirement, maintenance, technology, equipment, and vendor costs, the schools projected revenue for FY 2020-2021 is \$3,125,000 and its projected cost \$2,998,000.
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Board Members List		
<input checked="" type="checkbox"/>	Fire and Life Safety Report	1/31/2020	In addition to the Fire Safety Inspection Form submitted on 8/20/2019 indicating compliance with Ed 403.01, the school submitted a January 23, 2020 letter from Windham Deputy Fire Chief Stephen T. Brady confirming the school's continued compliance with safety requirements set forth in the checklist "School Fire and Life Safety Inspection Checklist.
<input checked="" type="checkbox"/>	Health Inspection Report	1/31/2020	The school obtain its water from a well, and its wastewater system is septic. Inspector Dick Gregory of the Town of Windham, 603-432-3806, inspected the facility on 1/13/2020. The report indicated compliance with Ed 403.01.
<input checked="" type="checkbox"/>	Secretary of State Certificate of Good Standing	1/31/2020	Submitted and in good standing.
<input checked="" type="checkbox"/>	Federal Tax Exempt Status	1/31/2020	When the school filed its application for initial approval in the fall of 2018, it had sought but not yet received formal notification of its federal tax exempt status. The school received that notification in April 2019; the notification letter is appended to their renewal application. Employer Identification No: 83-0722515.
<input type="checkbox"/>	Authority to Sign Financial Documents Bonded		
<input type="checkbox"/>	Receive Funds from Local District		
<input type="checkbox"/>	United States Flag Displayed		
<input type="checkbox"/>	Student Handbook		
<input checked="" type="checkbox"/>	Supporting Services	1/31/2020	Windham Woods School is considering whether to purchase a van to transport students residing in Massachusetts to the school; this is still a proposal in its earliest stages, and the school is currently considering the costs for purchasing the van, hiring a driver, and securing the necessary insurance before determining whether to pursue this proposal.
<input type="checkbox"/>	Grievance Policy		
<input type="checkbox"/>	Student Records Location Upon School Closing		
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	10/9/2019	Submitted late.
<input type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	N/A	School had not yet completed a full school calendar year.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	1/13/2020	Submitted late.
<input type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	N/A	School had not yet completed a full school calendar year.
<input checked="" type="checkbox"/>	Facilities	1/31/2020	The school is currently working with local authorities to secure necessary approvals for a 9400 square foot addition to the school building, which will provide additional classrooms and teacher work space. The school intends for

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			this addition to be finalized in time for the 2020-2021 school year. Currently there is one main building.
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	2/5/2020	<p>The Office of Nonpublic Schools determines that <i>Windham Woods School</i> complies with the minimum requirements set forth in Ed 400 relative to its status for attendance purposes. With the approval of the State Board of Education, our office will provide a letter to the school indicating the approval good through June 30, 2023.</p> <p>The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim or imply that their educational program has received the approval of the State Board of Education.</p>

## Nonpublic School Checklist for Renewal Applications

Reviewed By: *Shireen Meskoob*

Please note: Yearly renewal requirements and changes since last filing were submitted. Those items are highlighted in **yellow**.

School Name: <b>Woodland Community School</b>	Phone Number: <b>603-444-1212</b>	Application Type: <b>AA</b>
<p><b>ABOUT THE SCHOOL:</b> Woodland Community School is located on a 100-acre piece land also home to Meadowstone Farm, a working organic farm. The school occupies the entire first floor of the farmhouse. The school fosters an environment for mixed-age classes that develops eight intelligences: linguistics, logical/mathematical, musical, spatial, bodily-kinesthetic, interpersonal, intrapersonal, and naturalist, placing emphasis on connection to self, others and the natural world (interpersonal, intrapersonal, and naturalist). The core of the curriculum is Project Based Learning; open-ended project and inquiry based learning.</p>		
Principal Address: 809 Brook Road, Bethlehem, NH 03574		
Head of School: Jennifer Johnson, Director	Email: <a href="mailto:woodlandcommunityschool@gmail.com">woodlandcommunityschool@gmail.com</a>	
Authorized Representative: Heather Russo, Administrator		
Date Application Received: 11/15/2020	Expiration Date: 6/30/2020	
Grade Levels: K-8	Co-Educational: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Boarding School: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Nonprofit	
Enrollment Total: 18 for Academic Year 2019-2020	DOE Approved Provider of SPED Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Approved	Required Documents	Date Received	Comments
<input type="checkbox"/>	Accrediting Agency		
<input checked="" type="checkbox"/>	School Calendar	11/15/19	The school calendar for 2019-2020 indicates the first and last day of school, August 26, 2019 through June 12, 2020, holidays, teacher workshops, and scheduled snow days.
<input checked="" type="checkbox"/>	School Hours Survey	11/15/19	All grade level start and end the school day at the same time, from 8:45am through 2:45pm. The total number of instructional hours in a calendar year is 945 hours, which meets the minimum requirement of hours set forth in Ed 401.03.
<input type="checkbox"/>	Grade Level		
<input type="checkbox"/>	Enrollment Cap		
<input checked="" type="checkbox"/>	Curriculum/Objectives	11/15/19	Curriculum fall under two categories – skills (that are learned in traditional school settings) and habits (e.g. love of reading, flexible mathematical thinkers, self-guided inquirers and explorers). Other habits: compassionate communicator, community-orientated, aware of environmental challenges.
<input type="checkbox"/>	US-NH History Taught, RSA 189:11		
<input type="checkbox"/>	United States and NH Flag Displayed		
<input type="checkbox"/>	Program of Studies (academic content)		
<input type="checkbox"/>	Program Opportunities (e.g. art, athletics)		
<input type="checkbox"/>	Supporting Services (e.g. health, guidance)		
<input checked="" type="checkbox"/>	Student Handbook	11/15/19	The 2019-2020 Student Handbook edition includes items such as principles, harassment policy, board of directors, community resources, discipline, curriculum, major school rules and guidelines for Meadowstone Farm, grievances, and tuition.
<input checked="" type="checkbox"/>	Grievance Policy	4/6/2020	<ul style="list-style-type: none"> <li>The Student Handbook fleshes out the disciplinary process topics to include: harassment, conversation,</li> </ul>

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			<p>resolution, conference with students and parents, retaliation, plan for re-entry, and dismissal.</p> <ul style="list-style-type: none"> <li>Professional conduct and harassment policies are included on page 7 of the <i>Employee</i> handbook. <i>Misconduct</i> includes, but is not limited to, harassment of others based on race, color, religion, sex, national origin, age, sexual preinitiation, or physical or mental disabilities. The complaint procedure includes investigative actions and preventative actions. Steps are taken with the Board who may utilize verbal warning or employment termination.</li> <li>Woodland Community School does not employ behavioral interventions such as physical <i>restraint</i>, placement of child in an unsupervised room from which the child cannot exit without assistance, and physical restraint, unless in response to a threat of imminent, serious, or physical harm.</li> <li>Signed enrollment agreements commit families to pay the <i>tuition</i> for the full academic year. In case of extenuating circumstances, requests for release can be submitted I writing to the Board of Director for consideration.</li> </ul>
<input checked="" type="checkbox"/>	Location of Student Records Upon Closing	11/15/2019	Transcripts will be sent to the NH Department of Education upon closure.
<input type="checkbox"/>	Graduation Requirements		
<input type="checkbox"/>	Summer School/Programs		
<input type="checkbox"/>	Criminal Records Check		
<input type="checkbox"/>	Administrative Organization		
<input checked="" type="checkbox"/>	Board Members List	11/15/2019	Board of Directors consists of 1 president, 1 parent member, 1 school director, and 4 community members. Rob Constantine is President.
<input type="checkbox"/>	Budget & Operating Statement		
<input type="checkbox"/>	Federal Tax Exempt Status		
<input type="checkbox"/>	Receipt of Public Funds		
<input checked="" type="checkbox"/>	Authority to Sign Financial Documents Bonded	11/15/19	Heather Russo (Administrator and Bookkeeper) and Jenny Johnson (Director).
<input checked="" type="checkbox"/>	Fire and Life Safety Report	11/15/19	Town of Bethlehem, Fire Department Chief Jack Anderson conducted an inspection for Woodland Community School on 9/11/19. He concluded that the school is operating under safe conditions. Attached to the summary was the required inspection report by the NH Fire Marshal Office that was submitted electronically.
<input checked="" type="checkbox"/>	Health Inspection Report	11/15/19	David Wiley of the Town of Bethlehem (603)-616-5716, conducted the health inspection for the school on 9/24/19. The school is compliant with Ed 306.07 and 403.01.
<input checked="" type="checkbox"/>	Secretary of State, Certificate of Good Standing	11/15/19	Submitted and is in good standing.
<input checked="" type="checkbox"/>	Emergency Operations Plans Uploaded – due Sept 1 each year	8/28/2019	Submitted on time.
<input checked="" type="checkbox"/>	A3N General Statistics for Nonpublic Schools – due June 29 each year	6/25/19	Submitted on time.
<input checked="" type="checkbox"/>	A12C General Fall Report of Nonpublic Schools – due Oct 15 each year	10/2/19	Submitted on time.

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<input checked="" type="checkbox"/>	Restraint/Seclusion Report – due June 30 each year	7/28/19	Submitted late.
<input type="checkbox"/>	Facilities		
<input type="checkbox"/>	Date of Visit by the Department of Education		
<input checked="" type="checkbox"/>	Application Complete and Reviewed by DOE	4/24/2020	<p>The Office of Nonpublic Schools determines that <i>Woodland Community</i> School complies with the minimum requirements set forth in Ed 400 relative to the continuance of its renewed status for attendance purposes only. With the approval of the State Board of Education, our office will provide a letter to the school indicating the approval good through June 30, 2023.</p> <p>The school understands that it will receive approval for the purpose of satisfying New Hampshire's compulsory attendance law only and not the school's educational program. The school understands that it may neither claim nor imply that their educational program has received the approval of the State Board of Education.</p>

April 28, 2020

**EXECUTIVE SUMMARY**

*Status Change for Northeast Woodlands Charter School*

**A. ACTION NEEDED**

A vote is needed from the State Board of Education to amend the *Northeast Woodlands Charter School's* charter to include:

1. Early Childhood Education with a Preschool Program starting in the 2020-2021 academic year;
2. The following change to the school's growth plan: increasing the school's enrollment each year by 15 students, starting in the year 2020-2021.

	<b>Projected Grade Level Enrollment</b>				
Grade Level	Year 1	Year 2	Year 3	Year 4	Year 5
Preschool	15	15	15	15	15
Kindergarten	25	25	25	25	25
Grades 1 – 7	15	20	25	25	25
Grade 8	-	15	20	25	25
Totals	145	195	235	240	240

**B. RATIONALE FOR ACTION**

The process of the amendment request is required by:

- Chapter 194-B, Chartered Public Schools
  - RSA 194-B:3, XI
- Ed 318.11(e)

The Department of Education received a request for an amendment to *Northeast Woodlands Charter School's* charter to add an Early Childhood Preschool Program and to increase the enrollment by 15 students each year, starting in 2020-2021. This request is due to an overwhelming demand for a preschool education program which follows the Waldorf inspired outdoor curriculum as a progression into kindergarten and the grades.

The following is the current growth plan in the charter, which was authorized by the State Board of Education on March 12, 2020:

	<b>Projected Grade Level Enrollment</b>				
Grade Level	Year 1	Year 2	Year 3	Year 4	Year 5
Kindergarten	25	25	25	25	25
Grades 1 – 7	15	20	25	25	25
Grade 8	-	15	20	25	25

**C. EFFECTS OF THIS ACTION**

*Northeast Woodlands Charter School* will be able to meet the needs of the families in the community by adding an Early Childhood Preschool Program to their current grade levels, and by changing the growth plan to allow for an increase in enrollment of 15 students each year.

**D. POSSIBLE MOTION**

Pursuant to RSA 194-B:3, XI, I move that the State Board of Education authorizes *Northeast Woodlands Charter School* to amend the charter to include an Early Childhood Preschool Program and to change the school's growth plan to allow for an increase in enrollment of 15 students each year.

OR:

I move that the State Board of Education \_\_\_\_\_  
(indicate some other action)



April 28th, 2020

Mr. Frank Edelblut, Commissioner  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, New Hampshire 03301

Good day Commissioner Edelblut,

We are writing to request that Northeast Woodland Chartered Public School be authorized to add Early Childhood Education to our charter. Since we have made our intentions to open this fall public, we have seen great demand for Pre-K education which also follows our Waldorf inspired outdoor curriculum as a progression into kindergarten and the grades.

A Waldorf Early Childhood program offers young children an unhurried, warm, and inviting space where they can engage and develop through imaginative play. Development of the whole child is supported by rhythm, reverence and ritual in the classroom through a daily routine, weekly and seasonal rhythms in the classroom and out in nature. Children develop the capacity for creative thinking, problem solving, and social skills through their imaginative interactions created by play with in teacher-directed activities. The work of the young child is developing the skills to be at school with other children. The Early Childhood teacher and curriculum supports this important social emotional capacity so the children can learn how to work together and how to play together. The day includes play, circle, snack, clean up, storytelling, artistic activities, and outdoor play. Each day has its own purposeful work, from creative and beautiful watercolor painting and beeswax crayon drawing, to more domestic tasks, practical handwork, cleaning, dishwashing and baking our snack. Free imaginative play is intertwined with these artistic and practical structured activities allowing the child to steadily strengthen their capacity for academic learning in the elementary school.

We feel that given this demand and our capacity to accommodate an early childhood program in our fantastic space, that this program would only serve to strengthen the charter base and move prospective students along into the charter as they progress.

I am available anytime should you have any questions. I appreciate your time on the matter.

Best Regards,  
Jesse Badger  
Chairman  
Northeast Woodland Chartered Public School  
+1 207 251 1621

New Hampshire  
**State Board of Education**  
Minutes of the April 9, 2020 Meeting  
Meeting held telephonically due to the COVID-19 State of Emergency

**AGENDA ITEM I. CALL TO ORDER**

The regular meeting of the State Board of Education was convened at 9:02 AM. The meeting was held telephonically due to the COVID-19 state of emergency. Drew Cline presided as Chair.

Members present: Drew Cline, Chair, Sally Griffin, Ann Lane, Kate Cassady, Cindy Chagnon, Phil Nazzaro, and Helen Honorow. Frank Edelblut, Commissioner of Education, and Christine Brennan, Deputy Commissioner were also in attendance.

**AGENDA ITEM II. PLEDGE OF ALLEGIANCE**

Chair Drew Cline led the Pledge of Allegiance.

**AGENDA ITEM III. PUBLIC COMMENT**

There was no public comment at this meeting, but the agenda notes that written commentary can be submitted to [Angela.Adams@doe.nh.gov](mailto:Angela.Adams@doe.nh.gov) to be published with the monthly meeting materials.

**AGENDA ITEM IV. COUNCIL FOR TEACHER EDUCATION (CTE)**

Laura Stoneking, NHDOE, Administrator, Bureau of Educator Preparation and Higher Education, provided a summary of the actions needed.

A. Granite State College and University of New Hampshire—One-Year Extension for Approved Educator Preparation Programs in Response to the COVID-19 State of Emergency

The COVID-19 State of Emergency necessitated the postponement of an onsite review at Granite State College originally due to take place the day of the current meeting. The next review is scheduled for November 2020 and although the department anticipates that that will continue as scheduled, the motion would allow a buffer to adjust the onsite reviews for Granite State College and the University of New Hampshire in the event circumstances warrant it.

Chair Cline noted that after conferring with Chris Bonds, the attorney for the department, it has been agreed that it is not necessary to read every single Ed rule if the motion states that the extensions be granted for the approved educator prep programs listed in the summary in the packet.

Because the extensions for the two schools cover different dates, Chair Cline suggested two motions, one for each school, to be voted on separately.

**MOTION:** Cindy Chagnon made the following motion, seconded by Kate Cassidy, that the State Board of Education move to grant a one-year extension from August 30, 2020 to August 30, 2021 for the Granite State College approved educator preparation programs as listed.

**VOTE:** The motion was approved by unanimous roll-call vote by State Board of Education Members Sally Griffin, Ann Lane, Kate Cassidy, Cindy Chagnon, Phil Nazzaro and Helen Honorow with the Chair abstaining.

**MOTION:** Cindy Chagnon made the following motion, seconded by Phil Nazzaro, that the State Board of Education move to grant a one-year extension from May 30, 2021 to May 30, 2022 for the University of New Hampshire approved educator preparation programs as listed.

**VOTE:** The motion was approved by unanimous roll-call vote by State Board of Education Members Sally Griffin, Ann Lane,

Kate Cassady, Cindy Chagnon, Phil Nazzaro and Helen Honorow with the Chair abstaining.

**AGENDA ITEM V. CHARTER SCHOOL REPORTS/UPDATES**

A. Compass Classical Academy Charter School—Six-Month Charter Extension in Response to the COVID-19 State of Emergency

B. North Country Charter Academy—Six-Month Charter Extension in Response to the COVID-19 State of Emergency

Jane Waterhouse, NHDOE, Charter School Administrator, submitted requests for six-month extensions to the charter school renewals for Compass Classical Academy Charter School and North Country Charter Academy due to the COVID-19 situation in New Hampshire. The six-month extensions would be from September 2020 to June 2021.

As the extensions have the same start and end date, Chair Cline felt that both could be entertained in the same motion.

MOTION: Cindy Chagnon made the following motion, seconded by Ann Lane, pursuant to Ed 318.12 and Ed 318.13, that the State Board of Education authorize the extension of the charters for

six months for Compass Classical Academy Charter School and North Country Charter Academy. They are moved from September 2020 to March 2020.

VOTE: The motion was approved by unanimous roll-call vote by State Board of Education Members Sally Griffin, Ann Lane, Kate Cassady, Cindy Chagnon, Phil Nazzaro and Helen Honorow with the Chair abstaining.

#### **AGENDA ITEM VI. COMMISSIONER'S UPDATE**

Commissioner Frank Edelblut provided an update on the framework that they are calling "remote instruction + remote support = remote learning for students in New Hampshire."

Students across the state are engaging in various methods and modes of learning, with most engaged in computer internet-based instruction with their educators and curricular materials. Some students have less than adequate access to the internet, so some of them continue to learn in an analog-only environment. Other students are working in a blended environment. The Department is working hard to bring up the capacity of all students in the state to have electronic access, whether that means access to the internet or access to a computer device. The Department has had great cooperation from the schools, the

communities, and its business partners and Commissioner Edelblut provided several examples of these. The Department has taken the approach of identifying where there is a gap and then trying to close that gap for each child.

In terms of student privacy, particularly with respect to the Zoom and Google platforms, Commissioner Edelblut has heard the stories of “zoom-bombing,” including two prominent cases in New Hampshire. Generally, when zoom-bombings have occurred, it is because the users have not configured their software correctly to provide the right precautions. The Department has held multiple trainings for their educators and school leaders across the state on how to use the technology safely. So far, they have not had an instance in the school system.

In addition, in terms of support for students, the Department has stood up food programs. They have received waivers across the food programs relative to serving food over the April vacation. The school systems continue to serve about 50,000 meals a day to students across the state in a variety of ways, including centralized pickups, bus drivers dropping meals off, etc. The Department is awaiting a wavier that will provide some flexibility for its summer programming.

The Department has also spent a lot of time and continues to work on its support for those students with Independent Education Plans (IEPs). Commissioner Edelblut sees this as a sequential three-tiered safety net. First, is the Department able to provide the services enumerated in a student’s IEP in a

remote manner or mode of delivery? If not, can the services be provided in person in small cohorts or even one-on-one? Finally, if none of those options are possible, the students must be tracked in terms of what is not getting done and how they are performing relative to their IEP goals, with an eye to recognizing that the Department may need to create compensatory services. The vast majority of the schools around the state have really embraced the ability to focus on supporting all students, including those with IEPs.

The Department has been keeping a “hot list” of school districts that are struggling a bit more in this area, using red, yellow, and green statuses. Most schools have a green status in terms of working with parents and being able to deliver services. Eight districts are yellow and one remains red. The Department continues to work with those districts to encourage them to adopt creative practices that other districts are using.

In some cases, districts are trying to find opportunities for students to receive in-person services, although this necessitates working through apprehensions about the contact between the service provider and the students and parents.

Another area of concern relative to IEPs has been some COVID-19 hotspots in some of the student residential facilities. So far, none of those hotspots have affected any students specifically in terms of COVID-19; any cases have

been in the adult populations. The residential programs are doing a great job of preparation in terms of supporting students while also keeping them safe. Safeguards include staff members who have stayed overnights on campus and limitations on people coming in and out of the facilities.

Initially, there was a pullback in terms of working with some third-party service providers. Those providers stood ready to continue to support students, even with the change in modality in how to provide services, so over time that gap has been closed somewhat. Some service providers are nonprofits and small businesses and may not be available and able to stay in business if the Department does not continue to allow them to work with students.

A related concern is transportation (bus) companies, who also do not currently have work. They are trying to work with districts individually, as each has their own contract. The Department is encouraging the districts to work with the bus companies and figure out what they need to ensure that the transportation companies will still be there to serve communities once everyone comes through the COVID-19 crisis.

The Department has started a hashtag: #NHLeadsRemotely. Positive stories of things happening in the schools are being shared with that hashtag. There is also a website, [www.nhlearnsremotely.com](http://www.nhlearnsremotely.com), where the Department provides guidance and resources to schools. Commissioner Edelblut encouraged

the Board members to check out both the website and the stories shared with the hashtag.

The Department also released a document of extended guidance the week of the meeting, which is a framework and tone-setting document to help people manage the circumstances on a longer-term basis.

The commissioner related that for about a month, the Department has been doing statewide calls three times a week with school leaders. The calls are a great conduit to get information out across the state. Those calls are then followed up with interim calls during the week with the leaders of nonpublic and charter schools. There are also calls with special education directors, facilities people, and residential program providers.

The governor will be making a decision soon as to whether things will continue in a remote instruction and support model. There is some anxiety among the schools to just make a call about whether to come back or not, but Commissioner Edelblut thinks it would be premature to make the call today. He reminds the schools that the governor has been trying to keep all systems in sync in New Hampshire. He also believes that they will have a decision no later than April 17 in terms of whether or not they will continue, but they want to be sensitive to making a decision that may later create incongruence if schools are closed but restaurants, etc. are starting to open back up.

Regardless of what call is made, the governor has committed to giving the system plenty of opportunity to pivot back if that's what the decision is.

After seeing some projections indicating that New Hampshire will peak [*in terms of COVID-19*] the Thursday a week after this meeting and then drop off dramatically toward May, Cindy Chagnon expressed a hope that the state will be able to get back to school and have senior proms and graduation. Commissioner Edelblut said that it was that kind of information that the governor was looking at when he talks about not rushing decisions. Beyond data, however, the additional considerations that need to be taken into account are perception and the potential for a rebound.

Sally Griffin asked whether the number of students not connected during remote learning is known. Commissioner Edelblut said he didn't know the answer in terms of internet connectivity. At this point, the majority of students are not in an analog environment and have some degree of connectivity. In terms of children who may just be dropping off the radar, in its extended guidance, the Department reminded education leaders of the mandatory reporting responsibilities relative to this new world. In addition, they have been working with the Division for Children, Youth and Families (DCYF), who put out additional guidance for educators that Department has shared on the weekly calls and posted to the website. That guidance includes some guidelines for educators to be attuned to in terms of what abuse indicators look like in a remote environment.

Despite a lot of the messaging directed at families, some schools have had to put in some effort to get everyone connected, even if that means knocking on doors. Solving some individual problems may be needed to have the larger problems dissipate.

The commissioner has not heard of any students at this point in time who are completely off the radar.

Ms. Chagnon received a call about two weeks ago from a special education coordinator who was extremely stressed about whether they needed to have their paperwork in on schedule as the state regulations require. The coordinator was more focused on trying to get services set up for students, so trying to set up IEP team meetings seemed impossible. She asked whether this situation has been dealt with and if new timelines have been established. Commissioner Edelblut said at this point, the issue is more with federal deadlines than with state deadlines. The federal Office of Special Education Programs (OSEP) has not waived timelines at this point in time, although there has been a lot of conversation around that. There are some concerns that if the deadlines are waived, some children will not receive services.

The recently passed Coronavirus Aid, Relief, and Economic Security (CARES) Act requires the US Secretary of Education to ask for additional waivers of Congress. One area where a waiver will be requested is within the Individuals

with Disabilities Education Act (IDEA), which would include that which Ms. Chagnon is asking about. Commissioner Edelblut does not know if waivers will be sought by the US Secretary, and if sought what they would be, and if they would be granted.

Work is being done on whether IEP meetings can be done telephonically and whether they can employ electronic signatures on some forms.

Helen Honorow reported that several people have pointed out to her that when students return in the fall, they very well may not be where they ordinarily would have been in academic achievement. These questions have come particularly from people in Title I schools where the support at home may face language barriers, parents who are essential workers, etc. Has there been thought about what things will look like when students are back in school, having been promoted to the next grade, but maybe are not at the mastery level? The commissioner replied that there has been. He noted that he was the last commissioner in the country to sign a waiver on assessments. His biggest hurdle was the Standard Assessment Test (SAT), because one thing he has learned in his job is the value of doing a school-day SAT, in particular for economically disadvantaged students who otherwise might not take the assessment. New Hampshire is not able to run a school-day SAT for a variety of reasons, not the least of which is that they are the only state left and would have required the

College Board to burn an entire cadre of expensive secure test items just for New Hampshire.

As a result, New Hampshire has waived all assessments for this year. They have created, however, a voluntary assessment that will probably be rolled out in early May as an open URL link. Teachers and families can use it. Users can enter their information or do it anonymously under a guest user option. Subjects covered will be math, English, and science. That will help get a temperature on how students are doing.

In terms of the fall, the commissioner is committed to running a school-day SAT in either late September or early October for next year's seniors. Relative to the New Hampshire Statewide Assessment System (SAS), they have talked about running one in the fall. New Hampshire does have a waiver from the federal government, so the state is not required to run that SAS from a federal accountability standpoint, but they would still like to know how students are doing. Some districts are pushing back saying they don't want the SAS and they will be doing local assessments. The current plan is that they could run those localized assessments, but would ask them to provide that information to the state so they can continue to build trend lines for students to measure their academic growth. That way the state can see where gaps have developed and make decisions on where to deploy funding to close them.

Ms. Honorow asked whether the same kinds of conversations are happening with charter schools around gaps in testing and where students are in relation to their peers? The commissioner replied that the conversations at the school leadership level include traditional public, charter, and private schools.

Ms. Chagnon asked about using Title I and Title II funds to close gaps in the fall and whether that would mean reallocation such that a school that had done really well with its students might not get what they were expecting from Title I and II? Commissioner Edelblut responded that with those grants, 90% of the funds are “pass through funds” and 10% of the funds stay at the Department for administration or state-level activities. The state-level activities are things that the Department can support across the state, for example professional development around math functions if they were seeing gaps in that area. In addition, the Department can make sure that the 90% that passes through to the schools are being invested in programs that will fill in those gaps.

The CARES Act that recently passed Congress contains about \$37 million of funding for New Hampshire schools. The funds will pass through the Department using the Title I funding formula and provide schools with additional supplemental funding of about 85% of what they receive for Title I. The schools will have broad latitude in terms of how they deploy those funds.

In addition, there is \$9 million of governors' education discretionary funds, which are supposed to be used by the governor to help those schools, including post-secondary, that are most impacted by COVID-19. The commissioner said he would encourage using these funds to make sure that gaps are closed for special education students and to focus on technology gaps for any similar events in the future.

Ann Lane asked for an update on how students at technical schools are doing. Commissioner Edelblut reported that this could potentially be a bit of a problem. In all of the CTE programs there is a combination of academic instruction and hands-on instruction with the equipment. The academic instruction can be continued, but there is a need to give students access to the equipment. It is becoming increasingly probable that this will be difficult to do. The Department is dividing up its cohorts of populations. The highest concern they have is for students who are seniors enrolled in a CTE program. Even within that group, some of those seniors may need CTE credit to graduate from high school. Currently, the state is trying to identify who those seniors are. The Department is also planning for a summer intervention at the various CTE centers that would allow those students to gain the hands-on experience and testing they need.

For some of those seniors, the Department may be able to graduate them on a competency-based level, but they may not have acquired enough hours to obtain their certifications. As a result, the state will try to find opportunities for them

over the summer to get the required hours. Various industries require the students to have a certain number of practicum hours in order to get their licenses.

For students in the program who are sophomores or juniors, the state is trying to move instructional material from the fall and pull it back to the spring semester, with the idea that the fall semester would involve more practicum and hands-on work than usual.

Ms. Honorow asked about post-secondary education programs and students who are in a student teaching phase. With each program doing it differently, how are the Institutes of Higher Education (IHE) handling that so their students can be recommended for certification this year? Commissioner Edelblut replied that many of the students are from New Hampshire and are quite adept at shifting over to remote instruction and support model, so the practicums were continuing. Some students, however, reside out of state, so the practicum hours were an issue for them when the post-secondary schools went to remote instruction. The Department brought that to the attention of the secondary schools and at this point in time, everybody has been plugged in and is able to continue and will meet those in-service hours that they work toward. Some of the educators will receive an in progress license (IPL) [interim] license after they complete their programs. They will then have a full year to take their Praxis assessment, because the Educational Testing Service (ETS) is not offering it currently in this environment. The Department then told superintendents that if they are thinking of hiring a cohort, a

student on an IPL in this environment does not mean they have not successfully completed the program.

Another issue that has come up for post-secondary and some high school seniors has to do with some schools planning to only issue pass/fail grades in this final quarter of the year. The Department set out to understand how the post-secondary institutions view untraditional grading and accomplishment and also published some information for the university and community college systems in terms of students not being penalized in terms of admissions and scholarships. Some schools such as Plymouth State have said that even for poor performance, they would acknowledge that the students are under unusual circumstances and duress, so they will not be penalized. The Department has also worked with the New England Board of Higher Education (NEBHE) to ensure that New England colleges won't penalize students for admissions or scholarship awards. The National Collegiate Athletic Association (NCAA), however, has a draconian policy where if a student is in a pass/fail class, they will give that student the lowest passing grade possible. This could affect athletic eligibility and scholarships. The Department's conversations with the NCAA are such that they will likely change that policy and be flexible in its application. Currently, the NCAA is still dealing with the cancellation of March Madness, but Commissioner Edelblut believes that with a bit of time, they will be able to work through that policy.

Cindy Chagnon asked if the governor does decide to continue remote instruction for another five or six weeks, how would graduation and other ceremonies be handled (if there were any)? Commissioner Edelblut said there is no single or definitive answer because everyone is still looking at this issue and trying to figure out what it might look like. In addition to graduations, there are proms, other award nights, and other rites of passage that could be disrupted. Most schools that the commissioner has talked to are committed to trying to find an opportunity to do a physical graduation, even if they have to wait until early August.

#### **AGENDA ITEM VII. TABLED ITEMS**

##### **A. Capital City Public Charter School Status Change**

It was asked whether the meeting planned for the Tuesday following the Board's March meeting went ahead as planned. Attorney Chris Bond reported that some Department staff did meet with the auditor and counsel for the school. An update on the status of the audit was provided and they agreed to reach back out to the Department once the audit was nearing completion. Attorney Bond reported that the word he got was that the tenor of the meeting was one of cooperation and an attempt to be forthcoming.

Attorney Bond received an update on April 8 from the counsel for the school that the Department will see the first draft of the audit report this week. Once that

is received, Attorney Bond will get information together for the Board for May. The school has also represented to the Department that they have removed Stephanie Alicea from any financial obligations at the school. In addition, the chairperson of the board resigned suddenly and without notice, so they are now working on trying to get a replacement chair.

Sally Griffin asked whether the two audits were being done, one by the state and one independently? Caitlin Davis, NHDOE, Director, Division of Education and Analytic Resources, clarified that as it does with all first-year charter schools, the Department had to do a first-year audit of Capital City. That was why Capital City was originally called to the Board and then there have been continuing follow-up meetings. Outside of that, there is a monitoring process of funding that schools receive and as a result of that, Capital City had a next step of having an audit performed to make sure the federal funds were spent in compliance. She explained that all charter schools are required to have audited financial statements prepared every year, so the school is working with their auditor to prepare those. So there are actually three separate but similar reports going on currently.

Ms. Griffin asked for the status of the three: which preliminary audit materials is the Department expecting to receive this week? Ms. Davis replied that that would be the second audit, to make sure the federal funds were spent in compliance. Once that audit is complete, the auditor will move on to do the school's audited financial statements. The school is getting their books into a better place

so that the auditor can move on to work on those audits for fiscal years 2018 and 2019.

Ms. Chagnon then asked about the removal of Stephanie Alicea, noting that she was in charge for a year and a half and questioning whether she is being held accountable for that time period? Ms. Davis replied that going forward, Ms. Alicea no longer has oversight of financial operations, but was not sure about possible accountability in the event of things having been misspent. Ms. Davis believes first they need to wait for the results of the audit. Attorney Bond agreed with that and added that the school's attorney has represented that going forward, Ms. Alicea will not be involved in any financial reporting or responsibility. It is still an open question as to accountability and that will be driven by the audit findings. The school is just trying to give the Department comfort that they have acknowledged that it's not appropriate for Ms. Alicea to continue to have any role in that regard. Attorney Bond takes that as a positive sign. The counsel also went out of his way to let Attorney Bond know that he represents the school and does not represent Ms. Alicea.

Chair Cline added that they are still waiting on clarifications of job descriptions and responsibilities that the Board asked for from Capital City at the last meeting. He also takes it as a positive sign that the school has communicated that Ms. Alicea will not have any oversight over money. It indicates that they are working on the process of clarifying those job descriptions.

**AGENDA ITEM VIII. CONSENT AGENDA**A. Meeting Minutes of March 12, 2020

Ann Lane noted that the meeting minutes appeared to be accurate, but many speakers were left unidentified, so it is important to correct the minutes with the identities of the speakers. Angela Adams asked the Board Members to go back through the minutes and note where they spoke and, working with the video, she would update the minutes accordingly. Ms. Adams also noted that going forward, it would be helpful if the Board Members stated their names prior to speaking. In addition, because Ms. Adams was not present at the March meeting, she was unable to go through the minutes and correct who said what.

Helen Honorow referred to some missing comments she made at the March meeting during the general board discussion (*possibly after Steve Appleby spoke*) regarding her appreciation of the opportunity to see what the volunteers do to review post-secondary education programs. She would like those comments to be in the minutes. She offered to write something to be included. Chair Cline suggested that Ms. Adams go back and refer to the recording of the open board discussion to capture what was said.

Chair Cline noted that because the Board was going to edit one of the items in the consent agenda, they should remove it from the consent agenda.

MOTION: Phil Nazzaro made the following motion, seconded by Helen Honorow, that the State Board of Education remove the minutes from the March 12, 2020 State Board of Education meeting from the Consent Agenda.

VOTE: The motion was approved by unanimous roll-call vote by State Board of Education Members Sally Griffin, Ann Lane, Kate Cassady, Cindy Chagnon, Phil Nazzaro and Helen Honorow with the Chair abstaining.

MOTION: Phil Nazzaro made the following motion, seconded by Helen Honorow, that the State Board of Education conditionally approve the meeting minutes of the March 12, 2020 State Board of Education meeting pending edits.

VOTE: The motion was approved by unanimous roll-call vote by State Board of Education Members Sally Griffin, Ann Lane, Kate Cassady, Cindy Chagnon, Phil Nazzaro and Helen Honorow with the Chair abstaining.

B. ADOPT—Confidentiality and Record Retention (Ed 1102.04 h & Ed 1119.01)

C. FINAL PROPOSAL—Requirements for Specific Educator Endorsements (Ed 506 to Ed 508)

D. FINAL PROPOSAL—Renewal and Denial of Credentials (Ed 509, Ed 512 and Ed 513)

E. EMERGENCY RULE—Alternative Pathways (Ed 505)

F. EMERGENCY RULE—Special Education Teacher and Early Childhood Special Education Teacher (Ed 507.40 & Ed 507.41)

G. EMERGENCY RULE—School Year—Amend Ed 401.03(e) to address Remote Instruction Policies

With respect to items D and E on the Consent Agenda regarding emergency rules, Ann Lane asked for confirmation that no changes were made to the body of each rule. Amanda Phelps, NHDOE, Administrative Rules Coordinator, confirmed that there were no changes—these are the rules as they are in place currently and are under an interim rule status.

Cindy Chagnon noted that some of the comments seem to indicate concerns around credentials and the license. Ms. Chagnon asked Ms. Phelps if she was comfortable with what was written. Ms. Phelps responded that she was not and that what is before the Board will allow more time to make corrections/updates through the rulemaking process and Ed 505 is currently stuck in the Joint Legislative Committee on Administrative Rules (JLCAR) process and expired yesterday. As a result, they need to get the rules back in place and then all the other issues will be brought up later through the regular rulemaking process.

**MOTION:** Cindy Chagnon made the following motion, seconded by Ann Lane, that the State Board of Education approve the Consent Agenda.

**VOTE:** The motion was approved by unanimous roll-call vote by State Board of Education Members Sally Griffin, Ann Lane, Kate Cassidy, Cindy Chagnon, Phil Nazzaro and Helen Honorow with the Chair abstaining.

#### **AGENDA ITEM IX. ADJOURNMENT**

Angela Adams thanked Kim Wilson for standing in for her last month.

Chair Cline then thanked Fallon Reed, Chief of Planning and Grants, State Coordinating Officer, New Hampshire Department of Safety, Homeland Security and Emergency Management for facilitating this meeting.

MOTION: Cindy Chagnon made the motion, seconded by Ann Lane, to adjourn the meeting at 10:30 AM.

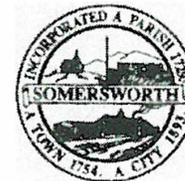
VOTE: The motion was approved by unanimous roll-call vote by State Board of Education Members Sally Griffin, Ann Lane, Kate Cassady, Cindy Chagnon, Phil Nazzaro and Helen Honorow with the Chair abstaining.

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Secretary



**SCHOOL ADMINISTRATIVE UNIT FIFTY SIX**  
**Rollinsford School District - Somersworth School District**  
51 West High Street  
Somersworth, NH 03878  
(603) 692-4450 • Fax (603) 692-9100



**ASSISTANT SUPERINTENDENT**  
Lori Lane

**SUPERINTENDENT**  
Dr. Roben Gadomski

**BUSINESS ADMINISTRATOR**  
Katie Krauss

**STUDENT SERVICES DIRECTOR**  
Nancy Jo Michaud

**Special Education Liaison**  
Debbie Brooks

April 8, 2020

To: New Hampshire State Board of Education  
From: Rollinsford School District (Dr. Robert Gadomski, Superintendent)  
Re: Withdrawal from SAU 56

This is to notify the NH State Board of Education that the Rollinsford School District has voted to withdraw from SAU 56. The Rollinsford School District would like to request a new SAU # and the Somersworth School District will be retaining SAU 56.

Find attached:

- A certified copy of the warrant
- A certificate of posting
- Evidence of publication
- Minutes from the district meeting

Please let me know if I can provide any additional information pertaining to this request.

Sincerely,

Dr. Robert Gadomski

# SAMPLE BALLOT

**OFFICIAL BALLOT  
ANNUAL SCHOOL DISTRICT ELECTION  
ROLLINSFORD, NEW HAMPSHIRE  
MARCH 10, 2020**

Cfa<JJlfl/J.&le.LC()  
SCHOOL DISTRICT CLERK

**INSTRUCTIONS TO VOTERS**

- A. Articles 1-4 are on the Election Warrant.
- B. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this **a**
- C. Follow directions as to the number of candidates to be marked for each office.
- D. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

<p style="text-align: center;"><b>ARTICLE 1: SCHOOL DISTRICT MODERATOR</b></p> <p style="text-align: center;"><small>Vote "" not One (1) Year Term, more than ONE (1)</small></p> <p>CHARLES PUTNAM <input type="radio"/></p> <p style="text-align: center;"><small>(Write-in)</small></p>	<p style="text-align: center;"><b>ARTICLE 3: SCHOOL DISTRICT TREASURER</b></p> <p style="text-align: center;"><small>Vote for not One (1) Year Term more than ONE (1)</small></p> <p>JUDITH BARRY <input type="radio"/></p> <p style="text-align: center;"><small>(Write-in)</small></p>	<p style="text-align: center;"><b>ARTICLE 4: SCHOOL BOARD</b></p> <p style="text-align: center;"><small>Vote for not Two (2) Year Term more than TWO (2)</small></p> <p>MICHAEL BLOUGH <input type="radio"/></p> <p>JODI LAVOIE CARNES <input type="radio"/></p> <p>ERIN CAVANAUGH <input type="radio"/></p> <p>SHARON PINARD <input type="radio"/></p> <p>S- HILARE <input type="radio"/></p> <p style="text-align: center;"><small>(Write-in)</small></p> <p style="text-align: center;"><small>(Write-in)</small></p>
<p style="text-align: center;"><b>ARTICLE 2: SCHOOL DISTRICT CLERK</b></p> <p style="text-align: center;"><small>Vote for not One (1) Year Term, more than ONE (1)</small></p> <p>TASHA BOTELHO <input checked="" type="radio"/></p> <p style="text-align: center;"><small>(write-in)</small></p>	<p style="text-align: center;"><b>INSTRUCTIONS TO VOTERS</b></p> <p>E. Articles 5-11 are on the Election Warrant.</p> <p>F. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: <b>a</b></p>	

**ARTICLES**

**ARTICLE 05:**  
To see if the Rollinsford School District will raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$5,719,214 (five million, seven hundred nineteen thousand, two hundred fourteen dollars).

Should this article be defeated, the default budget shall be \$5,635,723 (five million, six hundred thirty-five thousand, seven hundred twenty-three dollars) which is the same as last year, with certain adjustments required by previous action of the Rollinsford School District or by law; or the governing body may hold one special meeting, in accordance with the RSA 40:13, X and XVI to take up the issue of the revised operating budget only.

YES  NO

Budget Committee Recommend and School Board Recommend

**VOTE BOTH SIDES OF BALLOT**

# SAMPLE BALLOT

## ARTICLES CONTINUED

**ARTICLE 06:**

To see if the Rollinsford School District will vote to approve the cost items included in the collective bargaining agreement reached between the Rollinsford School Board and Rollinsford Education Association, which calls for the following increases in salaries and benefits at the current staffing levels over those paid in the prior fiscal year.

Year 2020-2021	Increase		
	Salary Increase	FICA & Retirement	Total Increase
Teachers	29,397	6,705	36,102
Paraprofessionals	22,496	3,745	26,241
<b>Total</b>	<b>51,893</b>	<b>10,450</b>	<b>62,343</b>

**YEd531**

**NO!t/f**

and furthermore, to raise and appropriate the sum of \$62,343 (sixty two thousand three hundred forty three dollars) for the upcoming fiscal year such sum representing the additional costs attributable to the increase in salaries FICA and Retirement benefits required by the new agreement over those that would be paid at the current staffing levels.

Budget Committee Recommend and School Board Recommend

**ARTICLE 07:**

To see if Rollinsford School District will vote to raise and appropriate the sum of up to twenty-three thousand dollars (\$23,000) to be added to the Regular Education Expendable Trust Fund, for regular education tuition previously established. This sum is to come from June 30, 2020 fund balance available for transfer on July 1, 2020. No amount to be raised from taxation.

**YES W -**

**NO ♦**

Budget Committee Recommend and School Board Recommend

**ARTICLE 08:**

To see if Rollinsford School District will vote to raise and appropriate the sum of up to seventy five thousand dollars (\$75,000) to be added to the Rollinsford School Building Improvement Capital Reserve Fund previously established. This sum is to come from June 30, 2020 fund balance available for transfer on July 1, 2020. No amount to be raised from taxation.

**YE ♦**

**NO '3**

Budget Committee Recommend and School Board Recommend

**ARTICLE 09:**

To see if the Rollinsford School District shall accept the provisions of RSA 194-C providing for the withdrawal from a school administrative unit involving the school districts of Rollinsford and Somersworth in accordance with the provisions of the proposed plan. (3/5 majority ballot vote required)

**YES-fe**

**NO ♦**

School Board Recommends

**Article 10:**

To see if the Rollinsford School Board will vote to raise and appropriate the sum of Three Hundred Twenty Six Thousand Six Hundred Fifty Dollars (\$326,650) to support the first year of sending Grade 6 students to Marshwood Middle School, starting for the 2020-2021 school year. Every year thereafter, the appropriate amount will be placed into the operating budget.

**YES ♦,**

**NO.3,51**

Budget Committee and School Board Do Not Recommend

**ARTICLE 11:**

To transact any other business that may legally come before this meeting.

**YES ♦**

**NO ♦**

**VOTE BOTH SIDES OF BALLOT**

# SAMPLE BALLOT

a

BALLOT 1 OF 2

OFFICIAL BALLOT  
MUNICIPAL ELECTION  
ROLLINSFORD, NEW HAMPSHIRE  
MARCH 10, 2020

Ne3  
TOWN CLERK

INSTRUCTIONS TO VOTERS

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: ●
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

**SELECT BOARD MEMBER AND OVERSEER OF THE POOR**  
Vote for not more than One  
For Three Years

PAUL CASS -

JESSICA WELCH - 1

(Write-in) 0

**BUDGET COMMITTEE**  
Vote for not more than Three  
For Three Years

ANGELA MATTHEWS 35

LYNN SPRING 343

1121?4eSAM! 42

(Write-in) 0

(Write-in) 4

**TRUSTEE OF THE LIBRARY TRUST**  
Vote for not more than One  
For Three Years

EMILY QUIRK - 1

(Write-in) I

**TOWN TREASURER**  
Vote for not more than one  
For One Year

PAULA WOOLLEY ●

(Write-in) 0

**BUDGET COMMITTEE**  
Vote for not more than One  
For One Year

PETER LAMPESIS

lf/re..J..efl, S"" ti C:)

(Write-in) 3

**TRUSTEE OF THE LIBRARY TRUST**  
Vote for not more than One

BENJAMIN THAYER

(write-in)

**CHIEF OF THE FIRE DEPARTMENT**  
Vote for not more than One  
For One Year

MARK RUTHERFORD JRM

(Write-in) 0

**TRUSTEE OF THE TRUST FUNDS**  
Vote for not more than One  
For Three Years

DANA STAIRS /

(Write-in) 0

**TRUSTEE OF THE CEMETERY TRUST**  
Vote for not more than One  
For Three Years

CHRIS BENEDETTO

(write-in)

(Write-in)

(Write-in)

**SUPERVISOR OF THE CHECKLIST**  
Vote for not more than One  
For One Year

BEAJAY LIBBEY / 1/2 If

SUSAN NASTASI / 5

(Write-in) 0

ARTICLES

**Article 2: Zoning Ordinance Amendment #1**  
Are you in favor of the amendment to the Zoning Ordinance as proposed by the Planning Board to add a definition for junkyards and section 6.26 regulating Junkyards?  
(Recommended by the Planning Board)  
(Majority vote required)

YES - 12/

NO 0

**Article 3: Zoning Ordinance Amendment #2**  
Are you in favor of the amendment to the Zoning Ordinance as proposed by the Planning Board to amend Section 13.1, paragraph 1 deleting "painting" from activities requiring a building permit and increasing the value of activity requiring a building permit to \$2,500?  
(Recommended by the Planning Board)  
(Majority vote required)

YES

NO @ .3

TURN BALLOT OVER AND CONTINUE VOTING

# SAMPLE BALLOT

## ARTICLES CONTINUED

### Article 4: Zoning Ordinance Amendment #3

Are you in favor of the amendment to the Zoning Ordinance as proposed by the Planning Board to add a definition to "abutter" to reflect the State's definition as set forth in RSA 672:3 General Provisions, Word and Phrases?

*(Recommended by the Planning Board)*  
*(Majority vote required)*

YES 'M'

NO 0

### Article 5: Zoning Ordinance Amendment #4

Are you in favor of the amendment to the Zoning Ordinance as proposed by the Planning Board to revise Section 11.3.2.1 deleting the phrase, "by the planning board" thereby allowing applicants to the Zoning Board of Adjustment for a Special Exception to be heard directly by the ZBA without first going to the Planning Board?

*(Recommended by the Planning Board)*  
*(Majority vote required)*

YES

NO

### Article 6: Transfer Station Ordinance Amendment

Are you in favor of the amendment to the Transfer Station Ordinance as proposed by the Select Board which updates language to reflect current operations, and delegates decision-making for Transfer Station sticker appeals to the Town Administrator?

*(Recommended by the Select Board)*  
*(Majority vote required)*

YES

NO

### Article 7: Elderly Exemption Qualification and Benefits (By Petition)

To see if the Town will vote to modify the Rollinsford Elderly Exemption limits as follows:

#### Elderly exemption per age category:

65-74 years of age: Increase from \$50,000 to \$50,100

75-79 years of age: Increase from \$75,000 to \$75,100

80+ years of age: Increase from \$100,000 to \$100,100

#### Income Limits:

Single: Increase from \$32,000 to \$32,100

Married: Increase from \$36,000 to \$36,100

#### Asset Limits:

Single: Increase from \$100,000 to \$100,100

Married: Increase from \$100,000 to \$100,100

*(Not Recommended by the Select Board)*  
*(Majority vote required)*

YES

NQA3f

### Article 8: Sports Book Retail Locations (By Petition)

Shall we allow the operations of sports book retail locations within the Town of Rollinsford, New Hampshire?

*(Majority vote required)*

YES

NO

### Article 9: Resolution for Fair Redistricting (By Petition)

To see if the Town of Rollinsford will urge that the New Hampshire General Court, which is obligated to redraw the maps of political districts within the state following the 2020 census, will do so in a manner that ensures fair and effective representation of New Hampshire residents. That in order to fulfill this obligation, the New Hampshire General Court shall appoint an independent redistricting commission that draws the new district maps in a way that does not rely on partisan data such as election results or party registration or favor particular parties or candidates.

The record of the vote approving this article shall be transmitted by written notice from the Rollinsford Select Board to the state legislators representing the Town of Rollinsford and to the Governor of the State of New Hampshire informing them of the instructions from their constituents within thirty (30) days of the vote.

*(Recommended by the Select Board)*  
*(Majority vote required)*

YES

NO

### Article 10: Operating Budget

To see if the Town will vote to raise and appropriate the Budget Committee proposed sum of \$2,454,755 for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately. Should this article be defeated, the default budget shall be \$2,387,067 which is the same as last year, with certain adjustments required by previous actions of the town or by law; or the governing body may hold one special meeting, in accordance with RSA 41:13, X and XVI, to take up the issue of a revised operating budget only. NOTE: This operating budget warrant article does not include appropriations contained in ANY other warrant articles.

*(Recommended by the Select Board)*  
*(Recommended by the Budget Committee)*  
*(Majority vote required)*

YES

NO

GO TO NEXT BALLOT AND CONTINUE VOTING

# SAMPLE BALLOT

BALLOT 2 OF 2



OFFICIAL BALLOT  
MUNICIPAL ELECTION  
ROLLINSFORD, NEW HAMPSHIRE  
MARCH 10, 2020

q('ab....Nw CuL,  
TOWN CLERK

## ARTICLES CONTINUED

### Article 11: Stonwater Asset Management

To see if the Town will vote to raise and appropriate the sum of \$30,000 to defray the cost of planning for public facilities for development and implementation of an asset management plan for the Town's stormwater collection and conveyance systems and, to authorize the issuance of not more than thirty thousand dollars (\$30,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and, further, to authorize the Select Board to apply for a *Clean Water State Revolving Fund (CWSRF)* loan. Repayment of the loan funds will include up to 100% forgiveness of loan principal in an amount up to \$30,000. Further, to authorize the Select Board to take all other actions necessary to carry out and complete this project.

*[Explanatory Note: The terms of the referenced grant provide that the recipient can receive up to 100% forgiveness of the loan principal if it agrees to implement an asset management program in accordance with New Hampshire Department of Environmental Services guidance and agrees to set aside a repair and replacement reserve account in the amount recommended in the asset management plan, or, as a minimum, two percent of the total yearly operation and maintenance budget, each year for a minimum of 18 years.]*

*(315 ballot vote required)*  
*(Recommended by the Select Board)*  
*(Recommended by the Budget Committee)*  
*(Majority vote required)*

YES J 1 r  
NO \$ j

### Article 12: Sidewalks

To see if the Town will vote to raise and appropriate \$25,000 for the repair of sidewalks; and further to authorize the withdrawal of \$25,000 from the Transportation Improvement Capital Reserve Fund established for this purpose. (No amount to come from taxation)

*(Recommended by the Select Board)*  
*(Recommended by the Budget Committee)*  
*(Majority vote required)*

YES i 1 9  
NO C Y I

### Article 13: Police Cruiser Payment

To see if the Town will vote to raise and appropriate \$13,000 for the second-year lease payment for the police cruiser; further to authorize the withdrawal of \$13,000 from the Capital Improvement Plan Capital Reserve Fund. (No amount to come from taxation)

*(Recommended by the Select Board)*  
*(Recommended by the Budget Committee)*  
*(213 Majority vote required)*

YES ♦  
NO o /

### Article 14: Police Cruiser Lease

To see if the Town will vote to authorize the Select Board to enter into a 3-year lease agreement in the amount of \$26,000 for the purpose of leasing a police cruiser, and to raise and appropriate the sum of \$13,000 for the first year's payment for that purpose; further to raise and appropriate an additional \$13,000 to equip the vehicle; and further to authorize the withdrawal of \$25,000 from the Capital Improvement Reserve Fund established for this purpose. This lease agreement does not contain an escape Clause. (\$1,000 to come from taxation)

*(Recommended by the Select Board)*  
*(Recommended by the Budget Committee)*  
*(213 Majority vote required)*

YES. I. i Z  
NO f { g

### Article 15: Emergency Extrication Equipment for the Rollinsford Fire Department

To see if the town will vote to raise and appropriate the sum of \$30,000 for purchasing emergency extrication equipment for the Fire Department; and further to authorize the withdrawal of \$30,000 from the Capital Improvement Reserve Fund established for this purpose. (No amount to come from taxation)

*(Recommended by the Select Board)*  
*(Recommended by the Budget Committee)*  
*(Majority vote required)*

YESs, J: 1-  
NO C i r

### Article 16: Fire Forestry Vehicle

To see if the Town will raise and appropriate the sum of \$55,000 to replace the Forestry vehicle for the Fire Department; and further to authorize the withdrawal of \$55,000 from the Capital Improvement Reserve Fund established for this purpose. (No amount to come from taxation)

*(Recommended by the Select Board)*  
*(Recommended by the Budget Committee)*  
*(Majority vote required)*

YES3'/:8  
NO J3[

### Article 17: Town Hall Generator

To see if the Town will raise and appropriate the sum of \$30,000 to replace the generator in the Town Hall; and further to authorize the withdrawal of \$30,000 from the Capital Improvement Reserve Fund established for this purpose. (No amount to come from taxation)

*(Recommended by the Select Board)*  
*(Recommended by the Budget Committee)*  
*(Majority vote required)*

YES ♦ \$'  
NO f l o

TURN BALLOT OVER AND CONTINUE VOTING

# SAMPLE BALLOT

## ARTICLES CONTINUED

**Article 18: Town Hall Assessment**

To see if the Town will raise and appropriate the sum of \$30,000 to assess the Town Hall; and further to authorize the Select Board to receive grants funds for this purpose. (From taxation)  
*(Recommended by the Select Board)*  
*(Recommended by the Budget Committee)*  
*(Majority vote required)*

YES   
 NO/Sy

**Article 19: Capital Improvement Reserve Fund**

To see if the Town will vote to raise and appropriate \$186,895 to be placed in the Town Capital Improvement Reserve Fund established for this purpose. (From taxation)  
*(Recommended by the Select Board)*  
*(Recommended by the Budget Committee)*  
*(Majority vote required)*

YES   
 NO/52'1

**Article 20: To Change the Fire Chief from Elected to Appointed**

To see if the Town will vote to change the position of Fire Chief from an elected position to an appointed position pursuant to RSA 154:1 (b) and further to authorize the Select Board to appoint the Fire Chief annually. If approved, the Fire Chief would be elected until Town Meeting, 2021.  
*(Recommended by the Select Board)*  
*(Majority vote required)*

YES/3a:tr°   
 NO/Q>

**Article 21: Town Revaluation Capital Reserve Fund**

To see if the Town will vote to raise and appropriate the sum of \$18,750 to be added to the Town Revaluation Capital Reserve Fund established for this purpose. (From taxation)  
*(Recommended by the Select Board)*  
*(Recommended by the Budget Committee)*  
*(Majority vote required)*

YES, -0 (   
 NO { P

**Article 22: Culvert Repair/Replacement Reserve Fund**

To see if the Town will vote to raise and appropriate \$10,000 to be added to the Culvert Repair/Replacement Reserve Fund established for this purpose. (From taxation)  
*(Recommended by the Select Board)*  
*(Recommended by the Budget Committee)*  
*(Majority vote required)*

YES   
 NO

**Article 23: Conservation Land Trust Capital Reserve Fund**

To see if the Town will vote to raise and appropriate the sum of \$15,000 to be added to the Conservation Land Trust Capital Reserve Fund. Fifteen thousand dollars will be transferred from the Land Use Change Tax Fund to fund this appropriation. (No amount to come from taxation)  
*(Recommended by the Select Board)*  
*(Recommended by the Budget Committee)*  
*(Majority vote required)*

YES  + -  
 NO <

**Article 24: Land Surveys and Related Expenses**

To see if the Town will vote to raise and appropriate the sum of \$5,000 to finance land surveys and related expenses that may be incurred in assisting private landowners who donate Conservation Easement and/or to purchase options to buy critical lands the town may wish to protect for open space or conservation uses; and further to authorize the withdrawal of \$5,000 from the Conservation Land Trust Capital Reserve Fund for this purpose. (No amount to come from taxation)  
*(Recommended by the Select Board)*  
*(Recommended by the Budget Committee)*  
*(Majority vote required)*

YES/3t/   
 NO

**Article 25: Authority to sell surplus equipment and vehicles**

To see if the Town will vote to authorize the Select Board to sell to the highest bidder the surplus equipment and vehicles owned by the Town.  
*(Recommended by the Select Board)*  
*(Majority vote required)*

YES/1/1°   
 NO  Jr

**YOU HAVE NOW COMPLETED VOTING THIS BALLOT**

WARRANT ARTICLES  
Rollinsford School District  
County of Strafford  
State of New Hampshire

To the inhabitants of the Rollinsford School District qualified to vote in district affairs.

You are hereby notified to meet on Tuesday February 04, 2020, at 6:00 PM at the Rollinsford Grade School in Rollinsford, New Hampshire, for the first session of the Annual School District Meeting to hear explanation, discuss and debate the subjects in said Warrant. Article 05, and Articles 07 - 10, may be amended subject to the following limitations:

- (a) Warrant articles whose wording is prescribed by law shall not be amended.
- (b) Warrant articles that are amended at the February 4<sup>th</sup> session shall be placed on the official ballot for a final vote on the main motion, as amended.
- (c) No warrant article shall be amended to eliminate the subject matter of the article.

You are also hereby notified to meet again on Tuesday, March 10, 2020 for the second session of the Annual School District Meeting to vote by official ballot to elect officers, to vote questions required by law to be inserted on said official ballot, and to vote on all warrant articles from the first session. Polling hours for the March 10, 2020 sessions are 7:00 AM to 7:00 PM at the Rollinsford American Legion.

Article 01: To choose by ballot a School District Moderator to be elected to serve for one (1) year.

Article 02: To choose by ballot a School District Clerk to be elected to serve for one (1) year.

Article 03: To choose by ballot a School District Treasurer to be elected to serve for one (1) year.

Article 04: To choose by ballot two (2) members of the School Board, to serve three (3) year terms.

Article 05: To see if the Rollinsford School District will raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$5,719,214 (Five Million Seven Hundred Nineteen Thousand Two Hundred Fourteen Dollars).

Should this article be defeated, the default budget shall be \$5,635,723 (Five Million Six Hundred Thirty Five Thousand Seven Hundred Twenty Three Dollars) which is the same as last year, with certain adjustments required by previous action of the Rollinsford School District or by law: or the governing body may hold one special meeting, in accordance with the RSA 40: 13, X and XVI to take up the issue of the revised operating budget only.  
Budget Committee and School Board Recommend

Article 06: To see if the Rollinsford School District will vote to approve the cost items included in the collective bargaining agreement reached between the Rollinsford School Board and Rollinsford Education Association, which calls for the following increases in salaries and benefits at the current staffing levels over those paid in the prior fiscal year.

Year 2020-2021	Increase		Total Increase
	Salary Increase	FICA & Retirement	
Teachers	\$29,397	\$6,705	\$36,102
Paraprofessionals	\$22,496	\$3,745	\$26,241
Total	\$51,893	\$10,450	\$62,343

and furthermore, to raise and appropriate the sum of \$62,343 (Sixty Two Thousand Three Hundred Forty Three Dollars) for the upcoming fiscal year such sum representing the additional costs attributable to the increase in salaries FICA and Retirement benefits required by the new agreement over those that would be paid at the current staffing levels.

Budget Committee and School Board Recommend

Article 07: To see if Rollinsford School District will vote to raise and appropriate the sum of up to twenty three thousand dollars (\$23,000) to be added to the Regular Education Expendable Trust Fund, for regular education tuition previously established. This sum is to come from June 30, 2020 fund balance available for transfer on July 1<sup>st</sup> 2020. No amount to be raised from taxation.

Budget Committee and School Board Recommend

Article 08: To see if the Rollinsford School District will vote to raise and appropriate the sum of up to seventy five thousand dollars (\$75,000) to be added to the Rollinsford School Building Improvement Capital Reserve Fund previously established. This sum is to come from June 30, 2020 fund balance available for transfer on July 1<sup>st</sup> 2020. No amount to be raised from taxation.

Budget Committee and School Board Recommend

Article 09: To see if the Rollinsford School District shall accept the provisions of RSA 194-C providing for the withdrawal from a school administrative unit involving the school districts of Rollinsford and Somersworth in accordance with the provisions of the proposed plan. (3/5 majority ballot vote required)

School Board Recommends

Article 10: To see if the Rollinsford School District will vote to raise and appropriate the sum of Three Hundred Twenty Six Thousand Six Hundred Fifty Dollars (\$326,650) to support the first year of sending Grade 6 Students to Marshwood Middle School, starting for the 2020-21 school year. Every year thereafter, the appropriate amount will be placed into the operating budget.

Budget Committee and School Board Do Not Recommend

Article 11 : To transact any other business that may legally come before this meeting.

**A TRUE COPY OF WARRANT-ATTEST**

**Judith Nelson, Chairperson**

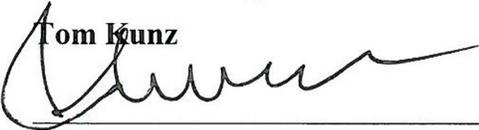
  
\_\_\_\_\_  
**Er: Cavanaugh, ~~Y~~ice Chairperson**  
?

**Emily Leach**

\_\_\_\_\_

**Andrea Anderson**

*(kif» {ilk---*  
\_\_\_\_\_

**Tom Kunz**  
  
\_\_\_\_\_

Official warrant to be posted at the Rollinsford Town Hall, Rollinsford, and the Rollinsford Grade School.



**SCHOOL ADMINISTRATIVE UNIT FIFTY SIX**  
**Rollinsford School District - Somersworth School District**  
51 West High Street  
Somersworth, NH 03878  
(603) 692-4450 • Fax (603)692-9100



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# Rollinsford School Budget Committee Public Hearing

## Legal Notice

Date: January 11, 2020

Day: Saturday

Time: 9:00 AM

Location: Rollinsford Grade School

**Snow Date: January 14, 2020**

**Time: 6:30 PM**

**Location: Rollinsford Grade School**



**SCHOOL ADMINISTRATIVE UNIT FIFTY SIX**  
**Rollinsford School District - Somersworth School District**  
51 West High Street  
Somersworth, NH 03878  
(603) 692-4450 • Fax (603)692-9100



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## Legal Notice

# Rollinsford School District

## School Warrant Articles-2020

The State of New Hampshire

To the inhabitants of the School District of the Town of Rollinsford qualified to vote in district affairs:

You are hereby notified of the Annual Meeting.

The first session for the transaction of all business other than voting by official ballot shall be held:

**DATE: Tuesday, February 4<sup>th</sup> 2020 at 6:00PM- Rollinsford Grade School, Rollinsford NH (Child Care will be provided)**

SNOW DATE: February 6<sup>th</sup>, 2020 at 6:00 PM- Rollinsford Grade School, Rollinsford NH

The first session shall consist of explanation, discussion, and debate of each warrant article. Warrant articles may be amended, subject to the following limitations:

- a. Warrant articles whose wording is prescribed by law shall not be amended.
- b. Warrant articles that are amended shall be placed on the official ballot for final vote on the main motion, as amended.

The second session of the annual meeting, to vote on questions required by law to be inserted on said official ballot and to vote on all warrant articles from the first session on official ballot shall be held:

**DATE: Tuesday, March 10<sup>th</sup> 2020 at the Rollinsford American Legion in Rollinsford, NH. The polls will be open at 7:00AM and close at 7:00PM.**

Seacoast Media Group  
 111 New Hampshire Avenue  
 Portsmouth, NH 03801

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ADVERTISING INVOICE/STATEMENT

1/1

RECEIVED JAN - 8 2020

BILLING DATE	TERMS
12/29/2019	Standard Terms

81112B :ACGQUNT
SAU #56 SOMERSWORTH SCHOOL DISTRICT ATTN: LYNDA GERMAIN 51 WEST HIGH STREET SOMERSWORTH, NH 03878

BILLED ACCOUNT NO.	PHONE
00036883	(603)692-4450
NAME OF AGENCY/CLIENT	
SAU #56 SOMERSWORTH SCHOOL DISTRICT	

Date	Trans#	Type	Description	Runs	Inches	Amount	Balance
12/01/2019			Balance Forward			308.20	<b>308.20</b>
12/19/2019	400285913	Check	Payment Check 00026903 Lockbox			-308.20	<b>0.00</b>
12/23/2019	301094393	INV	00469852 Budget Committee 1/11			0.00	<b>0.00</b>
		PUB	INS S3043762 SMG Digital Internet	1	2 X 0.99		
12/23/2019	301094394	INV	00469858 Petition Warrant Articles			0.00	<b>0.00</b>
		PUB	INS S3043762 SMG Digital Internet	1	2 X 0.99		
12/23/2019	301094403	INV	00469218 Petition Warrant Articles			30.00	<b>30.00</b>
		PUB	INS S3043764 SMG Online Ad	1	2 X 1.50		
12/23/2019	301094407	INV	00469218 Petition Warrant Articles			83.46	<b>113.46</b>
		PUB	INS S3043100 Foster's Daily Democrat	1	2 X 1.50		
12/23/2019	301094408	INV	00469221 Budget Committee 1/11			30.00	<b>143.46</b>
		PUB	INS S3043764 SMG Online Ad	1	2 X 1.50		
12/23/2019	301094409	INV	00469221 Budget Committee 1/11			83.46	<b>226.92</b>
		PUB	INS S3043100 Foster's Daily Democrat	1	2 X 1.50		

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Seacoast Media Group

111 New Hampshire Avenue  
Portsmouth, NH 03801

7080

ADVERTISING INVOICE/STATEMENT

1/3

BILLING DATE	TERMS
02/02/2020	Standard Terms

BILLED ACCOUNT
SAU #56 SOMERSWORTH SCHOOL DISTRICT ATTN: LYNDA GERMAIN 51 WEST HIGH STREET SOMERSWORTH, NH 03878

BILLED ACCOUNT NO.	PHONE
00036883	(603)692-4450
NAME OF AGENCY/CLIENT	
SAU #56 SOMERSWORTH SCHOOL DISTRICT	

Date	Trans#	Type	Description	Runs	Inches	Amount	Balance
12/29/2019			Balance Forward			226.92	<b>226.92</b>
12/30/2019	301101348	INV	00469221 Budget Committee 1/11			83.46	<b>310.38</b>
		PUB	INS S3043100 Foster's Daily Democrat	1	2 x 1.50		
12/30/2019	301101349	INV	00469218 Petition Warrant Articles			83.46	<b>393.84</b>
		PUB	INS S3043100 Foster's Daily Democrat	1	2 X 1.50		
12/30/2019	301101353	INV	00469993 RFP - 12-19 Special Ed			166.92	<b>560.76</b>
		PUB	INS S3043100 Foster's Daily Democrat	1	2 X 3.00		
12/30/2019	301101354	INV	00469993 RFP - 12-19 Special Ed			30.00	<b>590.76</b>
		PUB	INS S3043764 SMG Online Ad	1	2 x 3.00		
01/02/2020	301101524	INV	00470221 RFP - 12-19 Special Ed			0.00	<b>590.76</b>
		PUB	INS S3043762 SMG Digital Internet	1	2 x 3.20		
01/04/2020	301101909	INV	00471106 Budget Committee 1/11			83.46	<b>674.22</b>
		PUB	INS S3043100 Foster's Daily Democrat	1	2 x 1.50		
01/04/2020	301101910	INV	00471106 Budget Committee 1/11			30.00	<b>704.22</b>
		PUB	INS S3043764 SMG Online Ad	1	2 x 1.50		
01/04/2020	301101922	INV	00471127 Budget Committee 1/11			0.00	<b>704.22</b>
		PUB	INS S3043762 SMG Digital Internet	1	2 X 1.07		
01/08/2020	301102336	INV	00471341 Filing Period School District			139.10	<b>843.32</b>

Seacoast Media Group

111 New Hampshire Avenue  
Portsmouth, NH 03801

ADVERTISING INVOICE/STATEMENT

BILLING DATE	TERMS
02/02/2020	Standard Terms

BILLED ACCOUNT
SAU #56 SOMERSWORTH SCHOOL DISTRICT ATTN: LYNDA GERMAIN 51 WEST HIGH STREET SOMERSWORTH, NH 03878

BILLED ACCOUNT NO.	PHONE
00036883	(603)692-4450
NAME OF AGENCY/CLIENT	
SAU #56 SOMERSWORTH SCHOOL DISTRICT	

Date	Trans#	Type	Description	Runs	Inches	Amount	Balance
		PUB	INS S3043100 Foster's Daily Democrat	1	2 X 2.50		
01/08/2020	301102337	INV	00471341 Filing Period School District			30.00	873.32
		PUB	INS S3043764 SMG Online Ad	1	2 x 2.50		
01/08/2020	301102354	INV	00471568 Filing Period School District			0.00	873.32
		PUB	INS S3043762 SMG Digital Internet	1	2 X 1.79		
01/13/2020	301103556	INV	00471494 Part-Time Custodian			120.00	993.32
		PUB	INS S3043016 Portsmouth Herald	1	2 x 3.00		
01/13/2020	301103557	INV	00471494 Part-Time Custodian			214.00	1,207.32
		PUB	INS S3043764 SMG Online Ad	1	2 x 3.00		
		ADJ	ADJ_INS smg CS05 smg - Creative				
01/13/2020	301103560	INV	00471494 Part-Time Custodian			90.00	1,297.32
		PUB	INS S3043016 Portsmouth Herald	1	2 x 3.00		
01/13/2020	301103561	INV	00471494 Part-Time Custodian			72.00	1,369.32
		PUB	INS S3043016 Portsmouth Herald	1	2 x 3.00		
01/15/2020	301103990	INV	00471341 Filing Period School District			139.10	1,508.42
		PUB	INS S3043100 Foster's Daily Democrat	1	2 x 2.50		
01/16/2020	400287576	Check	Payment Check 00053858 Lockbox			-226.92	1,281.50
01/17/2020	400287656	Check	Payment Check 00091131 Lockbox			UGS0.00	1,231.50

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(1) z 31 (<-;tJ)d/UGS0.00

PERIOD 01: JAN 2020	AGING				TOTAL NET AMOUNT DUE
	PERIOD 12: DEC	PERIOD 11: NOV	PERIOD 10: OCT	PERIOD 09: SEP	
\$ 1,650.98	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,650.98

PLEASE RETURN THIS PORTION WITH YOUR REMITTANCE

BILLED ACCOUNT NO.	BILLED ACCOUNT NAME	AMOUNT REMITTED
NC00036883	SAU #56 SOMERSWORTH SCHOOL DISTRICT	

REMIT TO
Seacoast Media Group P.O. Box 223592 Pittsburgh, PA 15251-2592
Phone: 866-470-7133 Option 2 Fax:

Payment in full is due upon receipt of the statement. A service charge on all balances over 30 days will be computed by a 'Periodic Rate' of 1-1/2% per month, which is an ANNUAL PERCENTAGE RATE OF 18%, this applies to the previous balance after deducting current payments and credits appearing on your statement.

Remittance Advice

\*\*\*Please remit to the address shown to the right\*\*\*

## Warrant Articles

Rollinsford School District

County of Strafford

State of New Hampshire

The meeting began at Rollinsford Grade School on February 4, 2020 6:02 p.m. with a welcome by Moderator, Charles Putnam. The Pledge of Allegiance was then led by two past students.

Judy Nelson(Chair) then introduced the members from the Rollinsford School Board and SAU Staff, Erin Cavanaugh(Vice Chair), Emily Leach, Andrea Anderson, and Tom Kunz, Robert Gadomski, Superintendent, Katie Krauss(Business Administrator), Nancy Michuad (Student Services Director), and Richard Hartford(RGS Principal). Jennifer Lentz was also present as Chair of the Withdrawal Committee. The Rollinsford Budget Committee was also present.

Charles Putnam spoke about the moderator's rules. Each person was a legislator in their own right and was participating in a democracy. This gives them the right to challenge or overrule any ruling he made through a majority vote of the assembly. The law however does limit what can occur during an SB2 Deliberative Session. What the assembly can do: discuss the written warrant articles; ask for information pertaining to those warrant articles, and make motions to amend certain warrant articles. He asked if you wish to ask a question to come to the front microphone and address the assembly by stating your name and address so the School Clerk can record them for the minutes. The School Board will introduce each warrant article. Please direct all questions through the moderator and he will direct them to the appropriate person to answer question. If you wish to amend a warrant article, please write it down on a piece of paper and turn over to moderator. Charlie concluded his introduction by thanking everyone for attending and hoped they would leave feeling it was time well spent.

Articles 1-4 have no discussion as they are closed by state statute, but they are listed:

Article 01: To choose by ballot a School District Moderator to be elected to serve for one (1) year.

Article 02: To choose by ballot a School District Clerk to be elected to serve for one (1) year.

Article 03: To choose by ballot a School District Treasurer to be elected to serve for one (1) year.

Article 04: To choose by ballot two (2) members of the School Board, to serve three (3) year term.

Article 05: To see if the Rollinsford School District will raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$5,719,214 (five million seven hundred nineteen thousand two hundred fourteen dollars).

Should this article be defeated, the default budget shall be \$5,635,723 (five million six hundred thirty five thousand seven hundred twenty three dollars) which is the same as last year, with certain adjustments required by previous action of the Rollinsford School District or by law: or the governing body may hold one special meeting, in accordance with the RSA 40:13, X and XVI to take up the issue of the revised operating budget only.

**School Board and Budget Committee Recommend.**

John Ordway, Chair of the Rollinsford Budget Committee, spoke to explain the process the budget committee takes to either recommend or not on the warrant articles. They are a committee of 12 members who meet quarterly to review budget items as well as listen to presentations from each department head in the fall for the following year budget.

Dr. Gadomski, spoke about Warrant Article 05, the operating budget for the Rollinsford School District. He went over the budget highlights: the revenues are having an approximate decrease of \$149,735, which are from two sources: the transfer from capital reserve fund (97,000) and State of NH Adequacy (52,735), the expenditures is approximately .34% or \$19,188 more than last year. The net estimated budget is approximately 3.52% or \$168,923 more than last fiscal year 2019-2020.

He mentioned that the challenge of the school budget is it is mostly contractual agreements.

There is a \$51,336 decrease on regular education which is from salary and benefit changes, increase of 1 day of the PE Teacher, internet access decrease based on new wireless internet contract, and misc. increases/decreases for supplies, software and equipment. There is a health insurance increase of 4.5% and dental insurance increase of 3.9%.

There is an increase of \$48,987 in the special education budget based on salary and benefit changes as well as current enrollment and out of district placements.

There is a \$1,103 decrease in co-curricular budget based on current intramurals taking place.

There is no change in attendance contracted services which funds truancy if ever needed.

There is a \$336 increase in guidance services based on benefit increases and a decreases based on equipment purchases in current year.

There is a \$767 increase in nurse services based off benefit increases and the nurse equipment maintenance agreement for calibration of audiometer.

There is a \$5,893 decrease in speech services based on benefit changes for staff.

There is a \$2,500 decrease in PT/OT and Adaptive PE services based on current need.

There is no change in testing services based on actual cost of testing.

There is a \$16,005 decrease in librarian services based on benefit changes for staff and decrease in furniture and software based on current need.

There is an \$8,556 increase in school board budget based on an increase in SAU assessment, decrease in legal services and decrease in NHSBA dues. There is also an increase in school board secretary services.

The school administration budget increased \$11,426 based on 3% salary increase for non-union, benefit increases, three additional days for administrative assistant, increase to head teacher stipend, increase for field trip fees and increase in furniture replacement for administrative assistant desk for confidentiality, cubbies for storage and small air conditioner.

There is a \$514 increase in property/liability insurance based on an increase based on Primex Rate Change.

The custodial services increased \$12,577 based on salary and benefit increase based on 3%, increased hours for part time custodian, and equipment for a push lawnmower and remote lift for gym backboards.

There is a \$3,200 increase in utilities based on actual usage for oil and estimated increases for water and sewer.

The maintenance has an increase of \$125,400 based on increase to grounds maintenance (processed wood fibers for playground, landscaping, soil, seeds and replacement of water pipe from Locust Street-40K) and building repairs (detailed plans for ventilation system, general building maintenance, stair treads for stairs at main entrance, annex entrance and gym, upgrade software for magnetic locks, magnetic lock upgrade for whole building, internal doors for annex hallway, classroom smoke detectors, ceramic tile kitchen floor, replacement of all window shades, replacement doors for the gym, ceiling fans for classrooms, and storage cabinets for classrooms 105 and 106.

There is no change on equipment maintenance based on annual maintenance agreements.

The transportation budget was increased \$50,933 based on an increase to regular transportation by First Student, increase due to special education transportation based on current enrollment.

There is a decrease in other benefits of \$72,671 based on retirement payouts paid in current year and workers compensation insurance decrease on rate.

The transfer to food service increased \$3,000 based on average over previous years.

If the default budget passes the reductions will be made from: additional day of PE teacher, additional technology support services, new musical instrument requests, nurse equipment maintenance, increase to head teacher stipend, salary increases to non-union staff, additional school board secretary salaries, administrative printing costs, administrative travel, field trip fees, furniture for main office, additional utility costs, water pipe for locust street, repairs and transfer to food service.

Mr. Moderator opened discussion.

Kim St. Hilaire, 14 Turgeon Way: Looking over the past 5 years of the budget, it seems to continue to grow. What is the approach or plan you have to meet the projects and can it be capped at spending?

Judy Nelson: They have been working over the past 5-6 years to be more methodical in their plan for repairs and maintenance. They have been putting money into the capital reserve fund to save which has helped a lot but they have been trying to play catch up.

Kim: Is there a yearly plan?

Judy: Yes we have a board member who is working closely with principal and facilities manager.

Kim: Can we shoot for 200K as an increase for next year?

Judy: I am not comfortable predicting next year's budget but we try to be reasonable.

Kim: If the default budget passes, can we remove it from other line items?

Dr. Gadomski: We would have to back to the budget and see where to remove funds.

Celia Leopold, 426 Washington Street: Wondering about the increase in the middle and high school tuition and where the number comes from.

Judy Nelson: The Marshwood school district has a formula which has not changed but we are contracted to. You can view the formula on the SAU website and it explains it more in depth.

Celia: Is it increased every year or is it just increased because of the amount of students?

Judy: It increases every year so far.

Celia: How many students are served in special ed and adaptive PE?

Richard Hartford: We can not release a number but I would estimate 25%.

Judy: The special ed budget is usually about 30% of the total budget.

Celia: Where is the small air conditioner going and why do we need it?

Dr. Gadomski: It is for the main office in the summer it gets extremely hot and the server needs to be kept at a certain temperature to function properly.

Celia: Are all the classrooms on the main building second floor getting cubbies and not just the 2 classrooms?

Richard Hartford: all the classrooms will get them on that floor.

Celia: Why is there a decrease in the co-curricular?

Richard Hartford: It is based on the 8-9 offerings that were made this year.

Celia: it seems they are only offered to upper grades, is there any future opportunity for younger grades?

Richard Hartford: Yes it just depends on what staff is willing to organize and volunteer for. It is a program that is volunteers with a small stipend.

Charlie Putnam: I find the debate about warrant article 05 is over and it will be placed on the ballot as published.

Article 06: To see if the Rollinsford School District will vote to approve the cost items included in the collective bargaining agreement reached between the Rollinsford School Board and the Rollinsford Education Association, which calls for the following increases in salaries and benefits at the current staffing levels and furthermore, to raise and appropriate the sum of \$62,343 (sixty two thousand three hundred forty three dollars) for the upcoming fiscal year such sum representing the additional costs attributable to the increase in salaries, FICA and retirement benefits required by the new agreement over those that would be paid at the current staffing levels.

Year 2019-2020	Salary Increase	FICA & Retirement	Total Increase
Teachers	\$29,397	\$6,705	\$36,101
Para professional s	\$22,496	\$3,745	\$26,241
Total	\$51,893	\$ 10,450	\$62,343

**School Board and Budget Committee Recommend.**

Dr. G spoke on this article and explained it is a one year agreement. They are trying to bring paras up to correct pay levels. They have a 2% increase for teachers and a .75 cent increase for paraprofessionals for a total impact of \$62,343 which is a .21 tax impact.

Celia: Are there any retiring teachers for this year?

Judy: None that we know so far.

Nancy Dione, 44 Rollins Road: On the increases what amount is in steps?

Dr. Gadomski: It is 1 step, track changes would be for education and longevity which would also be included.

Kim St. Hilaire: At the public hearing there was discussion having the teachers contribute more to their health insurance.

Tom Kunz: We aimed to try to get them to contribute more and we were unsuccessful but we did make it clear that it is our goal.

Kim: How do our rates compare to other towns?

Tom: A single plan is funded at 92.25% and a 2-person/family plan is funded at 87.5%. It will be talked about next year again.

Charles Putnam stated the warrant article will be placed on the ballot as published.

Article 07: To see if the Rollinsford School District will vote to raise and appropriate the sum of up to twenty three thousand dollars (\$23,000) to be added to the Regular Education Expendable Trust Fund, for regular education tuition previously established. This sum is to come from June 30, 2020 fund balance available for transfer on July 1, 2020. No amount to be raised by taxation.

**School Board and Budget Committee recommend.**

Dr. Gadomski explained that this fund is for a safety net for students who may move into town that are not budgeted for currently. The account currently has \$22,001 in hopes this passes it could be brought up to \$45,000 which would cover approximately 4 students and they hope to have a balance to cover 5 students total

Judy: We didn't have this account a few years ago and when we had 14 students move in that were in grades 7-12 we had to freeze the budget to cover the expense.

Celia: How many move in on average annually?

Dr. Gadomski: It is hard to predict as some move in and some move out differently every year.

Charlie stated the article will be placed on the on the ballot.

Article 08: To see if the Rollinsford School District will vote to raise and appropriate the sum of up to seventy five thousand (\$75,000) to be added to the Rollinsford School Building Improvement Capital Reserve Fund previously established. This sum is to come from June 30, 2020 fund balance available for transfer on July 1, 2020. No amount to be raised from taxation.

**School Board and Budget Committee recommend.**

Dr. Gadomski stated that this fund currently has \$255,100 which is also used as a safety net and helps with large projects.

Celia Leopold: Is there an ideal number or a cap to this account?

Judy: No but we have some large items coming down the line like a ventilation system, boiler replacement, new roof eventually. Some upwards cost of 400K.

Celia: Where is the list and can the public access it?

Judy: It will be available in minutes.

Charles Putnam stated the warrant article will be placed on the ballot as written.

Article 09: To see if the Rollinsford School District shall accept the provisions of RSA 194-C providing for the withdrawal from a school administrative unit involving the school districts of Rollinsford and Somersworth in accordance with the provisions of proposed plan. (3/5 majority ballot vote required)

**School Board Recommends**

Dr. Gadomski explained that the process for this withdrawal started over a year ago. There was a committee formed to be proactive and met with Somersworth school board and decided that Rollinsford would pull out of the SAU and just contract the services through them. It allows for uninterrupted services and in the long term allows negotiating another deal or forming a new SAU. If it should fail, Somersworth has already reappointed a withdrawal committee and they will pull out.

Lucy Putnam, Sligo Road: Are we left with all the expenses of SAU 56 if Somersworth pulls out?

Dr. Gadomski: Yes and no, yes but it will look a lot different with staff and location.

Celia: What is the state's role in this and a timeline?

Dr. Gadomski: It has already gone to the state and been approved.

Judy: We already have a tentative contract for the same services and a cost formula should it be approved. If it fails we are back to square one.

Celia: What is the formula for SAU costs?

Judy: it is available on the SAU website.

Charlie Putnam stated the debate was over and the article will be published as written on the ballot.

Article 10: To see if the Rollinsford School District will raise and appropriate the sum of three hundred twenty six thousand six hundred fifty dollars (\$326,650) to support the first year of sending Grade 6 students to Marshwood Middle School, starting for the 2020-2021 school year. Every year thereafter, the appropriate amount will be placed into the operating budget.

**School Board Committee and Budget Committee do not Recommend.**

Dr. Gadomski: This started as a petition article last year. It is already in the tuition contract with Marshwood, but it is up to Rollinsford to decide if and when. There have been multiple meetings on the pros and cons and in my opinion they are both great options. There is no compelling reason to move, the board felt the same but felt they should leave the decision up to the community. The school board does have the final decision though but wanted to feel out how the town felt.

Celia: Is it in the budget and why doesn't the Budget Committee support it?

John Ordway: It is not a clear pro or con, the committee just looked at cost and felt it was not necessary.

Judy: It is not in current budget it is separate as warrant article. The school board does not recommend, and does not feel it is fair to tell students/teachers in March for the fall.

Kim: What is the total tax impact on all with warrant articles?

Judy: 1.89 on tax rate.

Charlie ended the discussion and the article will be placed on the ballot as published.

Article 11: To transact any other business that may legally come before this meeting.

Charlie thanked everyone for coming out to the meeting and appreciated everyone who was involved to help the meeting run and the voters for coming out.

Charlie Dionne made a motion to adjourn the meeting.

Meeting was adjourned at 7:15 p.m.

A TRUE COPY OF WARRANT-ATIEST

Judith Nelson, Chairperson

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Erin Cavanaugh, Vice Chairperson

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Emily Leach

---

Andrea Anderson

---

Tom Kunz

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Official warrant to be posted at the Rollinsford Town Hall and the Rollinsford Grade School.

SAU 44  
with drawal

Town of Strafford

12 Mountain View Drive  
P.O. Box 169  
Strafford, New Hampshire 03884  
[www.strafford.nh.gov](http://www.strafford.nh.gov)

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Christine Bane, *ere*  
***Strafford Town Clerk***  
***Strafford School Cleric***

Phone (603) 664-2192 x102  
Fax (603) 664-7276  
[townc/erk@st'af'ford.nh.gov](mailto:townc/erk@st'af'ford.nh.gov)

3/20/2020

New Hampshire Department of Education  
101 Pleasant St.  
Concord, NH 03301

RE: SAU #44 Withdrawal

Dear Sir or Madam,

At the Strafford School District Meeting, held on March 7, 2020, voters approved the withdrawal article in the school warrant.

The results were:

Yes - 175

No - 31

The results clearly indicate more than a 3/5 affirmative vote.

Enclosed please find a certified copy of the warrant, which was posted at 3 local locations and on the Strafford town website.

I have also provided a copy of the minutes of the meeting.

Please advise if further information is needed. We look forward to receiving a certificate from the State Board of Education indicating that Strafford may indeed form a new, single district school administrative unit.

Sincerely,

Christine Bane  
Strafford School District Clerk

**Strafford School District Meeting**  
**SAU #44**  
**SATURDAY, MARCH 7, 2020 9AM**

2020  
min

**School Board Members:**

- Mr. Bruce Patrick, Chairman
- Ms. Debbie Hinrichsen, Vice Chairman
- Ms. Misty Lowe
- Mr. Kerry McMahon
- Ms. Erica Helm

**Others:**

- Mr. Scott Reuning, C.A.G.S., Superintendent, SAU #44
- Mr. Nathaniel Byrne, C.A.G.S., Director of Student Services
- Mr. Scott Young, Ed.D., Principal, Strafford School
- Ms. Kathy Pogharian, Assistant Principal, Strafford School
- Mr. Gordon Graham, Esq.
- Ms. Christine Bane, School District Clerk
- Mr. Kurt Wuelper, Strafford School District Moderator

Moderator Wuelper called the 2020 Strafford School District Meeting to order at 9:02 and introduced Reverend Harold Muzzy who kindly offer a prayer for all. The Moderator then led the Pledge of Allegiance.

Moderator Wuelper introduced the head table occupants including School Board Members and all others as noted above.

Moderator Wuelper discussed the rules of the meeting. He stated that non-voters will be allowed to speak at the meeting if the School Board needs further information. He stated that he will not follow Robert's Rules of Order. Instead, he will generally adhere to commonly-accepted rules of meetings. He stated that any ruling the Moderator makes can be overruled by the body. He asked that all speakers state their name and address, direct comments to the Moderator, and adhere to a three minute rule when speaking. Votes will be taken with a show of cards. He stated that a petition for a secret ballot must be presented with a minimum of 5 signed petitioners.

**Moderator Wuelper read Article #1**, stating that it will be taken up on Election Day, March 10, 2020:

\*\* To choose the following School District Officers:

- |                              |                 |
|------------------------------|-----------------|
| a. School Board Member       | Term of 3 Years |
| b. Moderator                 | Term of 3 Years |
| c. School District Treasurer | Term of 3 Years |
| d. School District Clerk     | Term of 3 Years |

The Moderator read Article #2:

ARTICLE #2

To see if the Strafford School District will vote to raise and appropriate the amount of Eleven Million, Six Hundred Seventeen Thousand, Five Hundred Three Dollars (\$11,617,503) for the support of schools, for the payment of salaries for the school district officials and agents, and for the payment for the statutory obligations of the Strafford School District.

The operating budget warrant does not include appropriations contained in any other warrant article.

The School Board approves this appropriation a 5 to 0 vote. The estimated tax impact if this article passes is \$ 16.68 per \$1,000.

Board Chairman Bruce Patrick moved the question, seconded by Board member Hinrichsen.

Chairman Patrick spoke to the article and mentioned that handouts are available which illustrate a line-by budget as well as summaries and pertinent increases. The budget was reviewed line-by-line at the School Budget Meeting held on January 22<sup>nd</sup>. He stated that the budget has increased due costs that are out of the control of the school board. The Chairman reviewed the main increases, some of which include contracted services, Special Education costs, contractual costs and high school tuition. Chairman Patrick mentioned that transportation costs have increased, but that Strafford is fortunate to have a transportation contract in place. There is an estimated increase in health/dental insurance which may or may not occur as rates are not set until May. He mentioned Technology, an item that the Board does have control over. The Board has approved an increase in this line in order to follow the previously established Strafford School Technology Plan. SAU costs have also increased as well as building repairs and maintenance costs. He mentioned that last year the school budget did not increase, and this year it has.

Mike Harrington requested clarification on the budget increase, which Chairman Patrick provided. He also questioned how the one-time State payment of \$85,000 would or has been spent. Chairman Patrick replied that this one-time funding will be used on improved lighting in the building.

**A vote was called and by a show of cards - the article passes.**

The Moderator read Article #3:

ARTICLE #3

Shall the School District accept the provisions of RSA 194-C providing for the withdrawal from a school administrative unit involving school districts of Nottingham, Northwood and Strafford in accordance with the provisions of the proposed plan.

The School Board approves this article a 5 to 0 vote.

Debbie Hinrichsen moved the question and was seconded by Erica Helm.

While Ms. Hinrichsen and Ms. Lowe prepared a PowerPoint presentation, Ms. Lowe introduced the members of the SAU Withdrawal Study Committee, a directive resulting from Article #3 of the 2019 School District Meeting. Committee members include School Board Members Debbie Hinrichsen and Kerry McMahon, community members Eric Almanzan, Tanya Rich, Denise Rainey, Don Clifford and Don Coker. Also participating were Superintendent Reuning and Ms. Lowe herself as an alternate {non-voting} committee member. She asked that the public recognize the hard work and many hours of research put in by this dedicated committee. She thanked the public for being involved and interested in this process by attending various informational meetings and asking many questions.

Ms. Lowe reviewed the current structure of SAU #44, of which Strafford is a member. She stated that three towns (Northwood, Nottingham, and Strafford) work together as a Joint Board to vote on the spending of discretionary funds. Due to the voting numbers, Strafford is often unable to influence the outcome of a vote, leaving Strafford's financial contributions out of sync with the services provided to Strafford students. The impetus of the formation of this committee was to determine if a local SAU could provide all the services that the current SAU structure provides, and do so by retaining every Strafford tax dollar for expenditures on our local school population.

Ms. Lowe stressed that the unfair structure of the Joint Board is the issue, not the employees of the SAU who she noted are exceptionally hard working, competent and dedicated to their profession and education.

Board Member Hinrichsen spoke to the need for local control over expenditures, administrative duties, and grant management as well as local, State and Federal reporting requirements.

Board Member Lowe addressed concerns that have been raised by the public during this year of research. Many have questioned the High School contract with Coe Brown, which she stressed will not be impacted in any way by the formation of a Strafford SAU. Ms. Lowe clarified there is a slight cost savings currently projected by transitioning to a local SAU, while noting that there is no guarantee for future cost savings. Concerns about staffing were addressed as well as location and structure.

Ms. Lowe stated that the basis for transitioning to our own SAU is the control that Strafford will have over the budget and the ability to spend all tax dollars on Strafford students. She addressed community questions regarding Nottingham School, a current SAU member, stating that Nottingham is also in the research phase of establishing a single SAU in that town. Overall, the Strafford SAU Planning Committee found that the positives of creating a local SAU are numerous and will benefit the students, families and tax payers of Strafford.

Next steps were discussed, should the article pass. Decisions including location, staffing, positions and structure will be the focus of a Transition Committee which will be created and will consist of administration, staff, facilities, community members and board members. It is likely that other committees will be created as the process moves forward to focus on particulars like hiring and staffing the SAU. Should the article pass, there is a full year to transition to a local SAU. Startup costs will be

defrayed by a \$68,000 Strafford fund balance, currently held at the SAU. In closing, Board Member Hinrichsen reiterated that the withdrawal plan was unanimously approved by the SAU Withdrawal Committee, the NH Board of Education and the Strafford School Board. It reviewed by the NH Attorney General's office, and approved by the Strafford Education Association.

Moderator Wuelper opened the floor for questions.

Members of the public questioned if the proposed SAU budget will be separate from the school budget. Board member Lowe answered that the SAU budget would be embedded in the school budget at this time next year, should the article pass. It was the suggestion of several members of the public that the SAU budget be a separate budget from the school budget, to ensure transparency. The board has agreed to consider this suggestion.

A question was raised about potential legal costs, and it was clarified by Board Member Hinrichsen that our insurance costs are built into the current budget and cover possible legal costs, as is the case currently. The board clarified that should this article be approved, Strafford will remain in SAU #44 until July 1<sup>st</sup>, 2021.

After a robust series of questions and answers, the article was then put to vote by secret ballot, as requested by petition.

**Results of vote: YES - 175 NO - 31. The article passes with 85% of voters approving.**

#### **The Moderator read Article #4:**

#### ARTICLE #4

Shall the Strafford School District approve the cost items included in the collective bargaining agreement reached between the Strafford Education Association and the Strafford School Board covering the three-year period from July 1, 2020 to June 30, 2023 which calls for the following increases in salaries and benefits, at the current staffing levels, over those paid in the prior fiscal year;

Year	Estimated Increase
2020-2021	\$95,863
2021-2022	\$98,154
2022-2023	\$ 90,554 and to further raise and appropriate the sum of Ninety-Five Thousand, Eight Hundred Sixty-Three Dollars ( <del>\$95,863</del> ) for the 2020-2021 fiscal year, such sum representing the additional costs attributed to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year?

The School Board recommends this appropriation by a 5 to Ovovote.

The tax impact if this article passes is \$.20 per \$1,000.

The tax impact if this article does not pass is \$0.00 per \$1, 000.

Board Member Misty Lowe moved the question, seconded by Erica Helm.

As members of the Negotiation Committee, both members spoke to the article and displayed a PowerPoint showing an overview of the cost changes to the contract. It was their experience that the negotiations were a positive, professional, and fair process during which they worked closely with the Teachers Union. The stated increases reflect a 5% increase going forward spread over 3 years. They also reflect an increase to longevity pay, and the elimination of the 2.5% increase for teachers who are at step 19 and beyond.

Several members of the community expressed their displeasure with particular non-financial aspects of the proposed contract such as the inclusion in this contract to pay hourly salaries (paraprofessionals) for 2 hours on delay days. Concerns were raised about longevity pay, grievance procedure wording and other clauses in the contract. The public was given the opportunity to express their opinions.

Both Board Members and Attorney Graham reiterated and clarified that this article addresses only the cost of the contract, not the individual clauses in the contract. Further, if a voter is unhappy with a clause they do not have the ability to negotiate a different clause as a member of a community; the body may only vote for or against this article which addresses only the cost of the contract.

Questions were raised regarding the tax impact of the proposed article, clarified by the Board to be .20 per \$1,000.

Seeing no further comments, the Moderator moved the question and instructed the voters to obtain a ballot, as there was a petition presented to him for a secret ballot vote.

The Moderator stated that Article #5 will be skipped until the results of Article #4 are declared.

**(Results of vote: YES - 94 NO - 88. The article passes.)**

ARTICLE #5

Shall the Strafford School District, if Article 4 is defeated, authorize the School Board to call one special meeting, at its option, to address Article 4 cost items only?

The School Board recommends this article by a 5 to 0 vote.

**Moderator Wuelper read Article #6:**

ARTICLE-# 6

To see if the Strafford School District will vote to raise and appropriate up to the sum of Twenty Five Thousand Dollars (\$25,000) to be added to the Capital Reserve Fund for Education of Persons With Disabilities, established in 2010, for the purpose of meeting the expenses of educating students with

disabilities. This sum to come from June 30, 2020 unassigned fund balance available for transfer on July 1, 2020. No amount to be raised from taxation. Current balance at 11/30/2019 is \$210,642.44.

The School Board recommends this appropriation by a 5 to Ovote. There is no additional tax impact if this article passes.

Chairman Patrick moved the question and was seconded by Debbie Hinrichsen.

Chairman Patrick reviewed the current balance of the fund which is \$210,642.44. The funds, he explained are kept in an account specifically to fund the educational needs of students with disabilities. The account is used solely for this purpose.

**Moderator Wuelper re-read the article and asked for a show of cards. The article passes.**

**Moderator Wuelper read Article #7:**

ARTICLE #7 (District Meeting)

To see if the Strafford School District will raise and appropriate up to the sum of Twenty Five Thou 9nd Dollars (\$25,000) to be added to the School District Capital Reserve Fund, established in 1985, for the purpose of financing any and all capital improvements to school buildings. This sum to come from June 30, 2020 unassigned fund balance available for transfer on July 1, 2020. No amount to be raised from taxation. Current balance at 11/30/2019 is \$137,530.05.

The School Board recommends this appropriation by a 5 to Ovote. There is no additional tax impact if this article passes.

Board Member Hinrichsen moved the question and was seconded by Bruce Patrick.

Ms. Hinrichsen gave a brief overview of the purpose of this Fund, which is to have monies available for unanticipated building maintenance and repair of infrastructure.

A question was raised regarding the ability to utilize funds from this account for the new SAU building. Board Member Hinrichsen clarified that yes, the building housing the SAU will fall under 'infrastructure' and would therefore qualify for these funds if needed

Seeing no further questions, Moderator Wuelper re-read the question and asked for a show of cards.

**By a show of cards, the article passes.**

The Moderator read Article #8

To transact any other business that may legally come before this meeting.

Joanne Brown spoke as the President of the Strafford Historical Society and invited everyone to the Strafford Bicentennial events. She shared that there are event cards available and is hoping for a great turnout.

**The Moderator read the results of the secret ballot on article #4 yes - 94 No - 88.**

A motion was made and seconded by the public to limit reconsideration on all articles.

**A vote was taken by a show of cards, the motion passes.**

**The Moderator then made a motion to table Article #5.**

**A show of cards approves this.**

Patrick made a motion to adjourn, seconded verbally by the body.

Respectfully Submitted,

Christine Bane  
Strafford School District Clerk

March 13, 2020

2020  
Warrant

*The State of New Hampshire*

To the Inhabitants of the School District of the Town of Strafford qualified to vote in district affairs:

You are hereby notified to meet at the **STRAFFORD TOWN HALL**, 12 Mountain View Drive, Strafford, NH, on the 10th day of March 2020, at 8:00 AM to act upon the following subject:

**ARTICLE #1** (Voting)

\*\* To choose the following School District Officers:

- a School Board Member                      Term of 3 Years
- b Moderator                                      Term of 3 Years
- c School District Treasurer                Term of 3 Years
- d School District Clerk                      Term of 3 Years

\*\* NOTE: All Articles except Article 1 will be taken up at 9:00 am on the 7th day of March 2020 at the **STRAFFORD SCHOOL**, 22 Roller Coaster Road, Strafford, NH, to act upon the following subjects:

**ARTICLE #2** (District Meeting)

To see if the Strafford School District will vote to raise and appropriate the amount of Eleven Million, Six Hundred Seventeen Thousand, Five Hundred Three Dollars (\$11,617,503) for the support of schools, for the payment of salaries for the school district officials and agents, and for the payment for the statutory obligations of the Strafford School District.

The operating budget warrant does not include appropriations contained in any other warrant article.

*The School Board approves this appropriation a 5 to Ovote.  
The estimated tax impact if this article passes is \$ 16.68 per \$1,000.*

**ARTICLE #3** (District Meeting)

Shall the School District accept the provisions of RSA 194-C providing for the withdrawal from a school administrative unit involving school districts of Nottingham, Northwood and Strafford in accordance with the provisions of the proposed plan?

*The School Board approves this article a 5 to Ovote.*

**ARTICLE #4** *(District Meeting)*

Shall the Strafford School District approve the cost items included in the collective bargaining agreement reached between the Strafford Education Association and the Strafford School Board covering the three-year period from July 1, 2020 to June 30, 2023 which calls for the following increases in salaries and benefits, at the current staffing levels, over those paid in the prior fiscal year;

<b>Year</b>	<b>Estimated Increase</b>
2020-2021	\$ 95,863
2021-2022	\$98,154
2022-2023	\$ 90,554

and to further raise and appropriate the sum of Ninety-Five Thousand, Eight Hundred Sixty-Three Dollars (\$95,863) for the 2020-2021 fiscal year, such sum representing the additional costs attributed to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year?

*The Schoof Board recommends this appropriation by a 5 to Ovote.*

*The tax impact if this article passes is \$.20 per \$1,000.*

*The tax impact /if this article does not pass is \$0.00 per \$1,000.*

**ARTICLE #5** *(District Meeting)*

Shall the Strafford School District, if Article 4 is defeated, authorize the School Board to call one special meeting, at its option, to address Article 4 cost items only?

*The School Board recommends this article by a 5 to Ovote.*

**ARTICLE #6** *(District Meeting)*

To see if the Strafford School District will vote to raise and appropriate up to the sum of Twenty Five Thousand Dollars (\$25,000) to be added to the Capital Reserve Fund for Education of Persons With Disabilities, established in 2010, for the purpose of meeting the expenses of educating students with disabilities. This sum to come from June 30, 2020 unassigned fund balance available for transfer on July 1, 2020. No amount to be raised from taxation. Cunenent balance at 11/30/2019 is \$210,642.44.

*The School Board recommends this appropriation by a 5 to Ovote.*

*There is no additional tax impact if this article passes.*

**ARTICLE #7** *(District Meeting)*

To see if the Strafford School District will raise and appropriate up to the sum of Twenty Five Thousand Dollars (\$25,000) to be added to the School District Capital Reserve Fund, established in 1985, for the purpose of financing any and all capital improvements to school buildings. This sum to come from June 30, 2020 unassigned fund balance available for transfer on July 1, 2020. No amount to be raised from taxation. Cunenent balance at 11/30/2019 is \$137,530.05.

*The School Board recommends this appropriation by a 5 to Ovote.*

*There is no additional tax impact if this article passes.*

To transact any other business that may legally come before this meeting.

Given under our hands at said Strafford this zznna day of January 2020.



April 15, 2020

Via In-Hand Delivery and Email {angela.adams@doe.nh.gov}

Angela Adams, Program Specialist  
c/o Frank Edelblut, Commissioner  
Department of Education  
101 Pleasant Street  
Concord, NH 03301

RE: Certification of Withdrawal from School Administrative Unit 55

Dear Ms. Adams:

This office represents the Timberlane Regional School District ("Timberlane"), which is presently part of School Administrative Unit #55. At the 2020 Timberlane Annual School District meeting, the voters approved the withdrawal of Timberlane from SAU 55 by the requisite 3/5 majority to be effective July 1, 2021. *See* Article #7. Specifically, 3,387 of the 4,736 votes cast for Article #7 (71.5%) were in favor of withdrawal.

Pursuant to RSA 194-C:2, IV(i), Timberlane submits the following documents as exhibits to this letter as conclusive evidence of the successful completion of the withdrawal process:

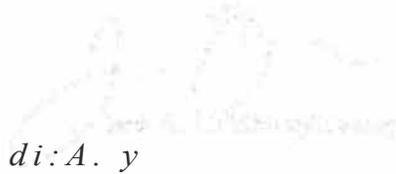
- A. Certified Copy of the Warrant
- B. Certificate of Posting
- C. Evidence of Publication, If Required
- D. Minutes of the District Annual Meeting; and
- E. Certified Vote Results.

Timberlane respectfully requests that the New Hampshire State Board of Education issue a Certificate in accordance with RSA 194-C:2, certifying Timberlane's withdrawal from SAU 55 and the formation of a new single-district school administrative unit, with an effective date of operation of July 1, 2021.

Angela Adams, Program Specialist  
April 15, 2020  
Page 2

Should you have any questions or concerns regarding this request or the enclosed documents, please do not hesitate to contact me.

Sincerely,



*Angela Adams*

*di:A. y*

JAO

Enclosures

cc: Kim Farah, Chair, Timberlane School Board  
Kaitlyn Hilbert, Clerk, Timberlane Regional School District

## **EXHIBIT A**

# 2020 Timberlane Regional School District Warrant State of New Hampshire

To the inhabitants of the School District of the Towns of Atkinson, Danville, Plaistow, and Sandown, New Hampshire, qualified to vote in District affairs:

## **First Session of Annual Meeting (Deliberative)**

You are hereby notified to meet at the Timberlane High School, 36 Greenough Road, Plaistow, New Hampshire, on Thursday, the 6th day of February 2020, at 7:00 p.m. This session shall consist of explanation, discussion, and debate of warrant articles number 2 through number 10. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

## **Second Session of Annual Meeting (Voting)**

Voting on warrant articles number 1 through number 10 will be conducted by official ballot to be held in conjunction with town meeting voting to be held on Tuesday, the 10th day of March 2020, at the Town election polls in Atkinson, Danville, Plaistow, and Sandown, New Hampshire.

Atkinson	Voting will be conducted at the Atkinson Community Center from 7am-8pm
Danville	Voting will be conducted at the Danville Community Center from 8am-7pm
Plaistow	Voting will be conducted at Pollard School from 7am-8pm
Sandown	Voting will be conducted at the Sandown Town Hall from 8am-8pm

## **Article 1 - Election of Officers**

To choose the following school district officers:

Atkinson Voters	School Board Member	3-year Term
Danville Voters	School Board Member	3-Year Term
Plaistow Voters	School Board Member	3-year Term
Atkinson Voters	Budget Committee Member	3-Year Term
Danville Voters	Budget Committee Member	3-Year Term
Danville Voters	Budget Committee Member	2-Year Term
Plaistow Voters	Budget Committee Member	3-Year Term
All Voters	District Moderator	3-Year Term

## **Article 2 - Operating Budget**

Shall the voters of the Timberlane Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling ~~\$72,999,000~~ Should this article be defeated, the operating budget shall be ~~\$72,174,779~~ which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40: 13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

2 || TIMBERLANE REGIONAL SCHOOL DISTRICT WARRANT

*Recommended by the School Board 7-2-0*  
*Recommended by the Budget Committee 8-0-0*

**Article 3 - Capital Reserve Fund by Surplus**

Shall the voters of the Timberlane Regional School District raise and appropriate up to **\$250,000** to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996, with such amount to be transferred from those funds in the June 30, 2020 unassigned fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2019-2020 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by additional taxation. (MAJORITY VOTE REQUIRED)

*Recommended by the School Board 9-0-0*  
*Recommended by the Budget Committee 8-0-0*

**Article 4 - Three Year Collective Bargaining Agreement (Timberlane Support Staff Union)**

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Support Staff Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

Fiscal Year	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
Estimated Increase	\$305,644	\$242,921	\$231,638
		3-Year Total	\$780,203

And further to raise and appropriate the sum of **\$305,644** for the 2020-21 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

*Recommended by the School Board 9-0-0*  
*Recommended by the Budget Committee 8-0-0*

**Article 5 - Authorization for Special Meeting on Cost Items**

Shall the voters of the Timberlane Regional School District, if Article 4 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 4 cost items only? (MAJORITY VOTE REQUIRED)

*Recommended by the School Board 9-0-0*

**Article 6 - Middle School! Roof Maintenance and Repair**

Should Article 2 fail, shall the voters of the Timberlane Regional School District raise and appropriate **\$500,000** for maintenance and repairs of the Timberlane Regional Middle School roof as referenced in the Timberlane Regional School District Capital Improvement Plan? This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until June 30, 2023. (MAJORITY VOTE REQUIRED)

*Recommended by the School Board 7-0-0*  
*Recommended by the Budget Committee 7-1-0*

2020 TIMBERLANE REGIONAL SCHOOL DISTRICT WARRANT

**Article 7 - Withdrawal from SAUSS**

Shall the Timberlane Regional School District accept the provisions of RSA 194-C providing for the withdrawal from a school administrative unit involving the school districts of Timberlane Regional and Hampstead, in accordance with the provisions of the proposed plan? (3/5 MAJORITY VOTE REQUIRED)

*Recommended by the School Board 7-2-0*

**Article 8 - General Acceptance of Reports**

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2019 Annual Report? (MAJORITY VOTE REQUIRED)

*Recommended by the School Board 9-0-0*

**Article 9 - Expendable Trust Fund for Withdrawal by Petition**

If Article 7, Withdrawal from SAUSS, is approved, shall the Timberlane Regional School District raise and appropriate the sum of \$228,600 to fund a new expendable trust fund and to authorize the Timberlane School Board to use/transfer money from this fund to pay Timberlane's share of ongoing healthcare liabilities of retired SAUSS employees?

*Not recommended by the School Board 6-0-1*

*Not recommended by the Budget Committee 6-2-0*

**Article 10 - Funding for Transition in Preparation for Withdrawal from SAUSS by Petition of Rob Collins et al**

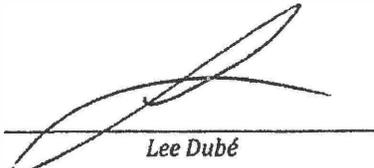
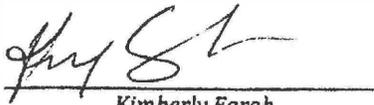
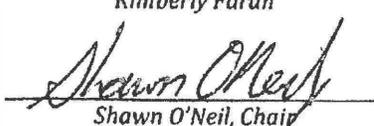
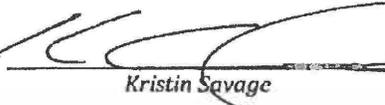
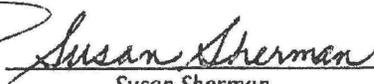
If Withdrawal from SAUSS is approved, shall the voters of the Timberlane Regional School District raise and appropriate \$100,000 to fund the recommended transition period defined in the SAUSS Withdrawal Plan by the SAUSS Withdrawal Planning Committee?

*Not recommended by the School Board 6-0-1*

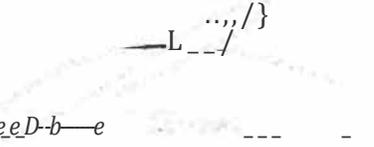
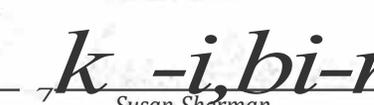
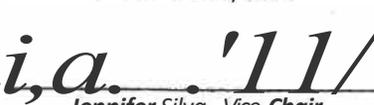
*Recommended by the Budget Committee 5-3-0*

Given under our hands this 16th day of January 2020.

Timberlane Regional School Board

 Bri	 Lee Dubé	 Kimberly Farah
 Sheila Lowes	 Sarah Machermer	 Shawn O'Neil, Chair
 Kristin Savage	 Susan Sherman	 Jennifer Silva, Vice Chair

A true copy of Warrant - Attest  
Timberlane Regional School Board

 Brian Boyle	 Lee Dubé	 Kimberly Farah
 Sheila Lowes	 Sarah Machermer	 Shawn O'Neil, Chair
 Kristin Savage	 Susan Sherman	 Jennifer Silva, Vice Chair

2020 TIMBERLANE REGIONAL SCHOOL DISTRICT WARRANT

**ABSENTEE  
OFFICIAL BALLOT  
ANNUAL TIMBERLANE REGIONAL SCHOOL DISTRICT ELECTION  
ATKINSON, NEW HAMPSHIRE  
MARCH 10, 2020**

*Kathryn Kittred*  
SCHOOL DISTRICT CLERK

**INSTRUCTIONS TO VOTERS**

- A. TO VOTE, completely fill in the OVAL-to.the RIGHT of your choice(s) like this: .
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL

**SCHOOL BOARD MEMBER**

Vote for not  
3-YearTerm more than ONE

BRIAN J. BOYLE

BILL FRIEL

(Write-in)

**BUDGET COMMITTEE  
MEMBER**

Vote for not  
3-YearTenn more than ONE

JULIE HAMMOND

(Write-in)

**DISTRICT MODERATOR**

Vote for not  
3-Year Tenn more than ONE

BARRY HANTMAN C)

ROBERT HARB C)

(Write-in)

**ARTICLES**

**Article 2 - Operating Budget**

Shall the voters of the Timberlane Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$72,999,000? Should this article be defeated, the operating budget shall be \$72,620,557 which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting. In accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

YES 0  
NO 0

*Recommended by the School Board: 7-Yes, 2-No, 0-Abstain*  
*Recommended by the Budget Committee: 8-Yes, 0-No, 0-Abstain*

1

**VOTE BOTH SIDES OF BALLOT**

**ARTICLES CONTINUED**

**Article 3 - Capital Reserve Fund by Surplus**

Shall the voters of the Timberlane Regional School District raise and appropriate up to \$250,000 to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996. with such amount to be transferred from those funds in the June 30, 2020 unassigned fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2019-2020 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by additional taxation. (MAJORITY VOTE REQUIRED)

*Recommended by the School Board: 9-Yes, 0-No, 0-Abstain*

*Recommended by the Budget Committee: 8-Yes, 0-No, 0-Abstain*

**YES**  
**NO**

**Article 4 - Three Year Collective Bargaining Agreement (Timberlane Support Staff Union)**

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Support Staff Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

Fiscal Year	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
Estimated Increase	\$305,644	\$242,921	\$231,638
	3-Year Total		\$780,203

And further to raise and appropriate the sum of \$305,644 for the 2020-21 fiscal year. such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

*Recommended by the School Board: 9-Yes, 0-No, 0-Abstain*

*Recommended by the Budget Committee: 8-Yes, 0-No, 0-Abstain*

**YES**   
**NO**

**Article 5 - Authorization for Special Meeting on Cost Items**

Shall the voters of the Timberlane Regional School District. if Article 4 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 4 cost items only? (MAJORITY VOTE REQUIRED)

*Recommended by the School Board: 9-Yes, 0-No, 0-Abstain*

**YES**   
**NO**

**Article 6 - Middle School Roof Maintenance and Repair**

Should Article 2 fail, shall the voters of the Timberlane Regional School District raise and appropriate \$500,000 for maintenance and repairs of the Timberlane Regional Middle School roof as referenced in the Timberlane Regional School District Capital Improvement Plan? This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until June 30, 2023. (MAJORITY VOTE REQUIRED)

*Recommended by the School Board: 7-Yes, 0-No, 0-Abstain*

*Recommended by the Budget Committee: 7-Yes, 1-No, 0-Abstain*

**YES**   
**NO**

**Article 7 - Withdrawal from SAU55**

Shall the Timberlane Regional School District accept the provisions of RSA 194-C providing for the withdrawal from a school administrative unit involving the school districts of Timberlane Regional and Hampstead, in accordance with the provisions of the proposed plan? (3/5 MAJORITY VOTE REQUIRED)

*Recommended by the School Board: 7-yes, 2-No, 0-Abstain*

**YES**   
**NO**

**Article 8 - General Acceptance of Reports**

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2019 Annual Report? (MAJORITY VOTE REQUIRED)

*Recommended by the School Board: 9-Yes, 0-No, 0-Abstain*

**YES**   
**NO**

**Article 9 - Expendable Trust Fund for Withdrawal by Petition**

If Article 7, Withdrawal from SAU55, is approved, shall the Timberlane Regional School District study whether to create a new expendable trust fund to fund healthcare liabilities of retired SAU55 employees?

*Not Recommended by the School Board: 0-Yes, 9-No, 0-Abstain*

*Not Recommended by the Budget Committee: 0-Yes, 1-No, 6-Abstain*

**YES**   
**NO**

**Article 10 - Funding for Transition in Preparation for Withdrawal from SAU55 by Petition of Rob Collins et al**  
If Withdrawal from SAU55 is approved, shall the voters of the Timberlane Regional School District raise and appropriate \$0 to fund the recommended transition period defined in the SAU55 Withdrawal Plan by the SAU55 Withdrawal Planning Committee?

*Not Recommended by the School Board: 0-Yes, 9-No, 0-Abstain*

*Not Recommended by the Budget Committee: 0-Yes, 2-No, 4-Abstain*

**YES**   
**NO**

**VOTE BOTH SIDES OF BALLOT**

**ABSENTEE  
OFFICIAL BALLOT  
ANNUAL TIMBERLANE REGIONAL SCHOOL DISTRICT ELECTION  
DANVILLE, NEW HAMPSHIRE  
MARCH 10, 2020**

*Kathryn Hittorb*  
SCHOOL DISTRICT CLERK

**INSTRUCTIONS TO VOTERS**

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: •  
 B. Follow directions as to the number of candidates to be marked for each office.  
 C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL. 1

**SCHOOL BOARD MEMBER**

Vote for not  
3-Year Term more than ONE

SABRINA ALBERG 0  
 KIMBERLY FARAH   
 \_\_\_\_\_ 0  
 (Write-In)

**BUDGET COMMITTEE  
MEMBER**

Vote for not  
3-Year Term more than ONE

TODD McCORMICK 0  
 \_\_\_\_\_ 0  
 (Write-In)

**DISTRICT MODERATOR**

Vote for not  
3-Year Term more than ONE

BARRY HANTMAN 0  
 ROBERTHARB 0  
 \_\_\_\_\_ 0  
 (Write-In)

**BUDGET COMMITTEE  
MEMBER**

Vote for not  
2-Year Term more than ONE

KRISTI AUCLAIR   
 KATHLEEN LANCASTER 0  
 \_\_\_\_\_ 0  
 (Write-In)

**ARTICLES**

**Article 2 - Operating Budget**

Shall the voters of the Timberlane Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$72,999,000? Should this article be defeated, the operating budget shall be \$72,620,557 which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

YES   
 NO

*Recommended by the School Board: 1-Yes, 2-No, 0-Abstain*  
*Recommended by the Budget Committee: 8-Yes, 0-No, 0-Abstain*

**VOTE BOTH SIDES OF BALLOT**

## ARTICLES CONTINUED

### Article 3 - Capital Reserve Fund by Surplus

Shall the voters of the Timberlane Regional School District raise and appropriate up to \$250,000 to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996, with such amount to be transferred from those funds in the June 30, 2020 unaudited fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2019-2020 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by additional taxation. (MAJORITY VOTE REQUIRED)

YES O  
NO O

Recommended by the School Board: 9-Yes, 0-No, 0-Abstain

Recommended by the Budget Committee: 8-Yes, 0-No, 0-Abstain

### Article 4 - Three Year Collective Bargaining Agreement (Timberlane Support Staff Union)

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Support Staff Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

Fiscal Year	2020-21	2021-22	2022-23
Estimated Increase	\$305,644	\$242,921	\$231,638
		3-Year Total	\$780,203

And further to raise and appropriate the sum of \$305,144 for the 2020, 21 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

YES O  
NO O

Recommended by the School Board: 9-Yes, 0-No, 0-Abstain

Recommended by the Budget Committee: 8-Yes, 0-No, 0-Abstain

### Article 4 - Authorization for Special Meeting on Cost Items

Shall the voters of the Timberlane Regional School District, if Article 4 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 4 cost items only? (MAJORITY VOTE REQUIRED)

YES O  
NO O

Recommended by the School Board: 9-Yes, 0-No, 0-Abstain

### Article 6 - Middle School Roof Maintenance and Repair

Should Article 2 fail, shall the voters of the Timberlane Regional School District raise and appropriate \$500,000 for maintenance and repairs of the Timberlane Regional Middle School roof as referenced in the Timberlane Regional School District Capital Improvement Plan? This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until June 30, 2023. (MAJORITY VOTE REQUIRED)

YES O  
NO O

Recommended by the School Board: 7-Yes, 0-No, 0-Abstain

Recommended by the Budget Committee: 1-Yes, 1-No, 0-Abstain

### Article 7 - Withdrawal from SAU55

Shall the Timberlane Regional School District accept the provisions of RSA 194-C providing for the withdrawal from a school administrative unit involving the school districts of Timberlane Regional and Hampstead, in accordance with the provisions of the proposed plan? (3/6 MAJORITY VOTE REQUIRED)

YES O  
NO O

Recommended by the School Board: 7-Yes, 2-No, 0-Abstain

### Article 8 - General Acceptance of Reports

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2019 Annual Report? (MAJORITY VOTE REQUIRED)

YES O  
NO O

Recommended by the School Board: 9-Yes, 0-No, 0-Abstain

### Article 9 - Expendable Trust Fund for Withdrawal by Petition

If Article 7, Withdrawal from SAU55, is approved, shall the Timberlane Regional School District study whether to create a new expendable trust fund to fund healthcare liabilities of retired SAU65 employees?

YES O  
NO O

Not Recommended by the School Board: 0-Yes, 9-No, 0-Abstain

Not Recommended by the Budget Committee: 0-Yes, 1-No, 5-Abstain

### Article 10 - Funding for Transition in Preparation for Withdrawal from SAU55 by Petition of Rob Collins et al

If withdrawal from SAU55 is approved, shall the voters of the Timberlane Regional School District raise and appropriate \$0 to fund the recommended transition period defined in the SAU55 Withdrawal Plan by the SAU55 Withdrawal Planning Committee?

YES O  
NO O

Not Recommended by the School Board: 0-Yes, 0-No, 0-Abstain

Not Recommended by the Budget Committee: 0-Yes, 0-No, 4-Abstain

**VOTE BOTH SIDES OF BALLOT**

**ABSENTEE  
OFFICIAL BALLOT  
ANNUAL TIMBERLANE REGIONAL SCHOOL DISTRICT ELECTION  
PLAISTOW, NEW HAMPSHIRE  
MARCH 10, 2020**

*Kathryn Kitterob*  
SCHOOL DISTRICT CLERK

**INSTRUCTIONS TO VOTERS**

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: •
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

**SCHOOL BOARD MEMBER**

*3-Year Term*  
 \_\_\_\_\_  
 PETER BEALO   
 \_\_\_\_\_  
 BARBARA KISZKA   
 \_\_\_\_\_

**BUDGET COMMITTEE  
MEMBER**

*3-Year Term*  
 \_\_\_\_\_  
 MICHAEL MASCOLA   
 \_\_\_\_\_

**DISTRICT MODERATOR**

*3-Year Term*  
 \_\_\_\_\_  
 BARRY HANTMAN   
 \_\_\_\_\_  
 ROBERT HARB   
 \_\_\_\_\_

**ARTICLES**

**Article 2 - Operating Budget**

Shall the voters of the Timberlane Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$72,999,000? Should this article be defeated, the operating budget shall be \$72,620,557 which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

*Recommended by the School Board: 7-Yes, 2-No, 0-Abstain*

*Recommended by the Budget Committee: 8-Yes, 0-No, 0-Abstain*

YES 0  
NO 0

**VOTE BOTH SIDES OF BALLOT**

**ARTICLES CONTINUED**

**Article 3 - Capital Reserve Fund by Surplus**

Shall the voters of the Timberlane Regional School District raise and appropriate up to \$250,000 to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1898, with such amount to be transferred from those funds in the June 30, 2020 unassigned fund balance available for transfer on July 1 of the year which were apportioned as Capital Expenses in 2019-2020 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by additional taxation. (MAJORITY VOTE REQUIRED)

YES   
NO

Recommended by the School Board: 1-Yes, 1-No, 0-Abstain  
Recommended by the Budget Committee: 8-Yes, 1-No, 0-Abstain

**Article 4 - Three Year Collective Bargaining Agreement (Timbartana Support Staff Union)**

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Support Staff Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

Fiscal Year	2021:21	2021:22	2022:2a
Estimated Increase	\$305,644	\$242,921	\$231,838
		3-Year Total	\$780,203

And further to raise and appropriate the sum of \$305,144 for the 2020-21 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

YES   
NO

Recommended by the School Board: 8-Yes, 0-No, 0-Abstain  
Recommended by the Budget Committee: 8-Yes, 0-No, 0-Abstain

**Article 5 - Authorization for Special Meeting on Cost Items**

Should the voters of the Timberlane Regional School District, if Article 4 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 4 cost items only? (MAJORITY VOTE REQUIRED)

YES   
NO

Recommended by the School Board: 9-Yes, 0-No, 0-Abstain

**Article 8 - Middle School Roof Maintenance and Repair**

Should Article 2 fail, shall the voters of the Timberlane Regional School District raise and appropriate \$500,000 for maintenance and repairs of the Timberlane Regional Middle School roof as referenced in the Timberlane Regional School District capital improvement plan? This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until June 30, 2023. (MAJORITY VOTE REQUIRED)

YES   
NO

Recommended by the School Board: 7-Yes, 1-No, 0-Abstain  
Recommended by the Budget Committee: 7-Yes, 1-No, 0-Abstain

**Article 7 - Withdrawal from SAU55**

Shall the Timberlane Regional School District accept the provisions of RSA 194-C providing for the withdrawal from a school administrative unit involving the school districts of Timberlane Regional and Hampstead, in accordance with the provisions of the proposed plan? (316 MAJORITY VOTE REQUIRED)

YES   
NO

Recommended by the School Board: 7-Yes, 2-No, 0-Abstain

**Article 8 - General Acceptance of Reports**

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2019 Annual Report? (MAJORITY VOTE REQUIRED)

YES   
NO

Recommended by the School Board: 9-Yes, 0-No, 0-Abstain

**Article 9 - Expendable Trust Fund for Withdrawal by Petition**

If Article 7, Withdrawal from SAU55, is approved, shall the Timberlane Regional School District hold whether to create a new expendable trust fund to fund healthcare benefits of retired SAU55 employees?

YES   
NO

Not Recommended by the School Board: 0-Yes, 1-No, 0-Abstain  
Not Recommended by the Budget Committee: 0-Yes, 1-No, 5-Abstain

**Article 10 - Funding for Transition in Preparation for Withdrawal from SAU55 by Petition of Rob Comna et al**  
If Withdrawal from SAU55 is approved, shall the voters of the Timberlane Regional School District raise and appropriate \$0 to fund the recommended transition period defined in the SAU55 Withdrawal Plan by the SAU55 Withdrawal Planning Committee?

YES   
NO

Not Recommended by the School Board: 0-Yes, 1-No, 0-Abstain  
Not Recommended by the Budget Committee: 0-Yes, 2-No, 4-Abstain

**VOTE BOTH SIDES OF BALLOT**

**ABSENTEE  
OFFICIAL BALLOT  
ANNUAL TIMBERLANE REGIONAL SCHOOL DISTRICT ELECTION  
SANDOWN, NEW HAMPSHIRE  
MARCH 10, 2020**

*Kathryn Hittorb*  
SCHOOL DISTRICT CLERK

**INSTRUCTIONS TO VOTERS**

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: •  
 B. Follow directions as to the number of candidates to be marked for each office.  
 C. To vote for a person whose name is not printed on the ballot, write the candidate's name on

the line provided and completely fill in the oval.

**DISTRICT MODERATOR**

3-Year Term	Vote for not more than <b>ONE</b>	
<u>BARRY HANTMAN</u>		<input type="radio"/>
<u>ROBERT HARB</u>		<input type="radio"/>
		<input type="radio"/>
	(Write-in)	

**ARTICLES**

**Article 2 - Operating Budget**

Shall the voters of the Timberlane Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$72,999,000? Should this article be defeated, the operating budget shall be \$72,620,557 which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

YES   
NO

*Recommended by the School Board: 7-Yes, 2-No, 0-Abstain*  
*Recommended by the Budget Committee: 8-Yes, 0-No, 0-Abstain*

1

**VOTE BOTH SIDES OF BALLOT**

## ARTICLES CONTINUED

### Article 3 - Capital Reserve Fund by Surplus

Shall the voters of the Timberlane Regional School District raise and appropriate up to \$250,000 to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1998, with such amount to be transferred from those funds in the June 30, 2020 unassigned fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2019-2020 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by additional taxation. (MAJORITY VOTE REQUIRED)

YES   
NO

Recommended by the School Board: 9-Yes, 0-No, 0-Abstain  
Recommended by the Budget Committee: 0-Yes, 1-No, 1-Abstain

### Article 4 - Three Year Collective Bargaining Agreement (Timberlane Support Staff Union)

Shall the voters of the Timberlane Regional School District approve the cost item included in the collective bargaining agreement reached between the Timberlane Support Staff Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

Fiscal Year	20 & 21	2021	2022
Estimated Increase	\$305,644	\$242,921	\$231,638
	3-Year Total		\$780,203

And further to raise and appropriate the sum of \$305,644 for the 2020-21 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

YES   
NO

Recommended by the School Board: 9-Yes, 0-No, 0-Abstain  
Recommended by the Budget Committee: 0-Yes, 1-No, 1-Abstain

### Article 5 - Authorization for Special Meeting on Cost Items

Shall the voters of the Timberlane Regional School District, if Article 4 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 4 cost items only? (MAJORITY VOTE REQUIRED)

YES   
NO

Recommended by the School Board: 0-Yes, 0-No, 0-Abstain

### Article 6 - Middle School Roof Maintenance and Repair

Should Article 2 fail, shall the voters of the Timberlane Regional School District raise and appropriate \$600,000 for maintenance and repairs of the Timberlane Regional Middle School roof as referenced in the Timberlane Regional School District capital improvement plan? This special warrant article will be a non-lapsing appropriation per RSA 327:VI and will not lapse until June 30, 2023. (MAJORITY VOTE REQUIRED)

YES   
NO

Recommended by the School Board: 1-Yes, 0-No, 0-Abstain  
Recommended by the Budget Committee: 1-Yes, 1-No, 1-Abstain

### Article 7 - Withdrawal from SAU55

Shall the Timberlane Regional School District accept the provisions of RSA 194-C providing for the withdrawal from a school administrative unit involving the school districts of Timberlane Regional and Hampstead, in accordance with the provisions of the proposed plan? (3/5 MAJORITY VOTE REQUIRED)

YES   
NO

Recommended by the School Board: 7-Yes, 2-No, 0-Abstain

### Article 8 - General Acceptance of Reports

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2019 Annual Report? (MAJORITY VOTE REQUIRED)

YES   
NO

Recommended by the School Board: 0-Yes, 0-No, 0-Abstain

### Article 9 - Expendable Trust Fund for Withdrawal by Petition

If Article 7, Withdrawal from SAU55, is approved, shall the Timberlane Regional School District study whether to create a new expendable trust fund to fund healthcare liabilities of retired SAU55 employees?

YES   
NO

Not Recommended by the School Board: 0-Yes, 9-No, 0-Abstain  
Not Recommended by the Budget Committee: 0-Yes, 1-No, 1-Abstain

Article 10 - Funding for Transition in Preparation for Withdrawal from SAU55 by Petition of Rob Eomns et al  
If Withdrawal from SAU55 is approved, shall the voters of the Timberlane Regional School District raise and appropriate \$0 to fund the recommended transition period defined in the SAU55 Withdrawal Plan by the SAU55 Withdrawal Planning Committee?

YES   
NO

Not Recommended by the School Board: 0-Yes, 9-No, 0-Abstain  
Not Recommended by the Budget Committee: 0-Yes, 2-No, 4-Abstain

**VOTE BOTH SIDES OF BALLOT**

# EXHIBIT B

I certify that on January 27, 2020, I posted a copy of the Timberlane Regional School District Meeting Warrant attested to by the School Board of said District including the School Budget Form, Default Budget, and Withdrawal Plan Final Order at the place of the meeting within named and like attested copies at the following polling locations: Atkinson Community Center, Danville Community Center, Pollard School, and Sandown Town Hall, as well as posted at: Atkinson Academy, Atkinson Town Offices, Danville Elementary, Danville Town Hall, Plaistow Town Hall, Plaistow Performing Arts Center, TLC at Sandown Central, Sandown North Elementary, the website for the District, the Timberlane Regional High School, the Timberlane Regional Middle School, and the Superintendent's Office.

Date: 04-15-2020



Catherine E. Belcher

# EXHIBIT C

# TIMBERLANE REGIONAL SCHOOL DISTRICT

*Serving the communities of Atkinson, Danville, Plaistow and Sandown*

*The MISSION of the Timberlane Regional School District is to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth.*

## Deliberative Session

Timberlane Regional High School  
36 Greenough Road, Plaistow, NH  
Thursday, February 6, 2020 7:00 PM

This session shall consist of explanation, discussion, and debate of warrant articles number 2 through number 10. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

The Timberlane Regional School Board will meet immediately following the session to finalize article recommendations for the official ballot.

Attached to this posting:

2020 Timberlane Regional School District Warrant  
2020 School Budget Form (MS-27)  
2020 Default Budget of the School (MS-DS)  
SAUSS Withdrawal Plan Final Order

*Posted at:*

*Atkinson Academy  
Atkinson Town Offices  
\*Atkinson Community Center*

*Danville Elementary  
Danville Town Hall  
\*Danville Community Center*

*Plaistow Town Hall  
Performing Arts Center  
\*Pollard School*

*\*Polling locations*

*TLC at Sandown Central  
Sandown North Elementary  
\*Sandown Town Hall*

*www.timberlane.net*

*Timberlane Regional High School  
Timberlane Regional Middle School  
Superintendent's Office*

*Posted on January 27, 2020*

# EXHIBIT D

# TIMBERLANE REGIONAL SCHOOL DISTRICT

Atkinson, Danville, Plaistow and Sandown, New Hampshire

## Minutes of the Deliberative Session

February 6, 2020

District Moderator Robert Harb called the February 6, 2020 Deliberative Session held at the Timberlane Regional High School, 36 Greenough Road, Plaistow, NH, to order at 7:05 PM. The Moderator led the assembly in the Pledge of Allegiance, which was followed by a performance of the Timberlane Regional High School Chamber Choir.

School Board Members in attendance: Brian Boyle, Lee Dube, Kimberly Farah, Sheila Lowes, Sarah Machermer, Shawn O'Neil (Chair), Kristin Savage, Susan Sherman, and Jennifer Silva (Vice Chair).

Budget Committee **Members** in attendance: Peter Bealo, Alan David, Julie Hammond, Michael Mascola, Todd McCormick and Phil Sherwood.

Also seated with the Board and Committee: Superintendent of Schools Dr. Earl Metzler, District Legal Counsel Attorney James O'Shaughnessy, and CFO/Business Administrator Geoff Dowd.

Moderator Harb reviewed the moderator rules of the meeting and directed all makers of motions and seconds state their names for the record. With no objections, the standard moderator rules were adopted for the conduct of the meeting.

MOTION: Shawn O'Neil moved to sniow non-residents Superintendent of Schoois D. Earn Metzler, Dh;trict Legal Cc,msei Attolmcy James O'Shaugh.nessy, Rosiness Administrator Geoff Dowd, and TTA :Presadent Ry m Rkhman to speak, seconded by Krnstin Savage.

Approved by voice vote.

Moderator Harb reviewed the rules to amend warrant articles to the qualified voters in attendance: Atkinson (40), Danville (35), Plaistow (49), and Sandown (55).

This first session of the annual meeting shall consist of explanation, discussion, and debate of warrant articles number 2 through number 10. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

Second **Sessfon** of Annumi Meeting (Voting)

Voting on warrant articles number 1 through number 6 will be conducted by official ballot to be held in conjunction with town meeting voting to be held on Tuesday, the 10h day of March, 2020, at the Town election polls in Atkinson, Danville, Plaistow, and Sandown, New Hampshire.

Atkinson	Voting will be conducted at the Atkinson Community Center from 7am-8pm
Danville	Voting will be conducted at the Danville Community Center from 8am-7pm
Plaistow	Voting will be conducted at Pollard School from 7am-8pm
Sandown	Voting will be conducted at the Sandown Town Hall from 8am-8pm

## Article 1 - Election of Officers

To choose the following school district officers:

Atkinson Voters	School Board Member	3-Year Term
Danville Voters	School Board Member	3-Year Term
Plaistow Voters	School Board Member	3-Year Term
Atkinson Voters	Budget Committee Member	3-Year Term
Danville Voters	Budget Committee Member	3-Year Term
Danville Voters	Budget Committee Member	2-Year Term
Plaistow Voters	Budget Committee Member	3-Year Term
All Voters	District Moderator	3-Year Term

## Article 2 - Operating Budget

Shall the voters of the Timberlane Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$72,999,000**? Should this article be defeated, the operating budget shall be **\$72,620,557\*** which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

*\*amended by School Board vote 01/29/2020*

**Recommended by the School Board 7-2-0**

**Recommended by the Budget Committee 8-0-0**

MOTION: Shawn O'Neil motioned to put Article 2 on the floor for discussion; seconded by Susan Sherman.

MOTION: Briar Boyle moved to increase the operating budget by \$100,000 to a new total of 73,099,000, seconded by Sheila Lowes.

Discussion:

Mr. Boyle stated there was \$100,000 which was set aside in the operating budget for expenses related to the transition period for withdrawal. The budget committee removed the \$100,000 after its public hearing since there was a warrant article that would address that purpose. It's an obligation of the district and Mr. Boyle believed the money should be within the budget.

Chris True from Sandown asked for clarification that it's a bottom-line budget, and upon confirmation stated that discussing budget lines is meaningless.

Myra Hogan from Plaistow had a question if Article 10 would be wiped out. She thinks it would be confusing to the public.

Brian Boyle believes it should be addressed in the operating budget.

Rob Collins from Danville stated he brought forward Article 10 since the school board did not address the issue. It is not an obligation until 60% of the people vote for it. If withdrawal fails, the \$100,000 in the budget is not needed. If withdrawal does not pass his warrant article is moot.

Chris Edris from Sandown stated his concern that if article 10 were defeated, is there a no means no situation.

**POINT OF ORDER: Kim Farah stated legal already weighed in with a written legal opinion, and that the money cannot be put on the withdrawal warrant article as the language for the warrant is proscribed by statute.**

Attorney O'Shaughnessy stated the language for the warrant article is from the statute and that the language must be substantially in the following form. The opinion the district received as well as his opinion is that the question that has to be placed before the voters is whether the voters approve the plan "yes" or "no", and money cannot be added to the warrant article on withdrawal. Under RSA 32:10, if a purpose or appropriation is zeroed out, funds cannot be spent for that purpose. He cannot state with certainty what a court would do with the conflicting statutes, but it is his opinion that the district would have to spend money to proceed with withdrawal.

Chris Edris requested clarification that if the voters approve withdrawal, it would have to be funded regardless if there was a warrant or default.

Kim Farah stated correct.

Chris Longchamp from Sandown questioned what the \$100,000 is for.

Kim Farah stated the \$100,000 is for funding the transition from SAU55 to the new SAU comprised solely of Timberlane. SAU55 has 14 employees and there will be overlap of staffing. It is not a hard number, but an adequate number to fund transition costs. The withdrawal committee was advised through counsel to put the \$100,000 in the budget.

Diana True from Sandown asked if the budget is increased by \$100,000, how do the voters know that is where the money is going.

Brian Boyle stated it's a bottom-line budget, and if the voters state they want to withdraw it ensures the funds are there. This motion puts the money back to where it was recommended to be rather than a petitioned article.

Diana True states warrant articles allow the people to speak.

Peter Bealo agrees with Mrs. True. If the money is operating budget and Article 7 fails, there would be a \$100,000 "slush fund."

Sheila Lowes stated there was \$4.1 million "slush fund" on a default year. The school board took care of some facilities and the rest went back to the voters. She will personally make sure that \$100,000 gets returned to surplus if withdrawal doesn't go through.

Jen Silva stated understands the concern about the \$100,000, but if the people speak that withdrawal will happen then they need to make it happen. She's not concerned about the money being spent erroneously.

Todd McCormick asked why add the money if there is so much money in the budget. The budget committee kept the budget low and did not want to take the money from capital. If "no" means "no" he doesn't know the problem. There is enough money in an almost \$73 million budget.

Phil Sherwood from Atkinson is encouraged that voters acknowledge there are costs to withdrawal. There is no way of knowing the exact costs. If there is a cost associated with withdrawal, it decreases the chance it will pass and he believes it should go in the warrant article to be transparent.

Kim Farah disagreed that school board is trying to bury the costs of withdrawal. There is no way the school board could put the money in the warrant by statute. There is a cost associated with the transition year, and a savings associated with withdrawal.

Rob Collins stated that the school board could have created another warrant article for the money for the withdrawal. The surplus was \$4.1 million but only \$3.1 million went back to the voters. He stated that \$1 million of the \$4.1 million "slush fund" was taken by the school board; \$700,000 was spent on capital projects and another \$300,000 was put into retention.

Carsten Springer from Danville believes the school board will return the money. He wanted to clarify there was over \$4 million returned to the voters.

Brian Boyle stated yes, money was invested in capital improvements or returned to voters.

Carsten Springer discussed percentages built into the budget. Why increase the budget if there is already a buffer built in for unexpected costs.

Kim Farah addressed Mr. Collins' point the school board did not put forward a separate warrant article for the money because it was in the proposed operating budget.

Jim Garrity from Atkinson wants to remind everyone we are on Article 2 not 7.

Seeing no other speakers approach, Moderator Harb called the question.

**JOE: Motion failed by voice vote.**

Moderator Harb called for discussion on the main motion.

**MOTION: Chris True moved to amend the budget to \$71,000,000; seconded by Chris Edris.**

Discussion:

Chris True stated it's about a \$2 million cut to the budget. Without any explanation, the school board increased the default by about \$400,000. A \$4 million surplus occurred last year, but only \$3 million was returned to the taxpayers. The school should be able to run with \$71 million without any real cuts to the operation of the school.

Jen Silva doesn't want voters to overlook the improvements to facilities that are greatly needed.

Brian Boyle spoke against the motion. It would be hard to run Timberlane on \$71 million. The default was raised as a result of a lawsuit. Reducing the proposed budget would be tying the hands of the staff.

Sheila Lowes asked if the person who made the motion is against replacing the roofs which were at the end of life. The board used \$700,000 to replace roofs in three elementary schools.

Moderator Harb requested that all questions be addressed to the moderator.

Chris True believes any unit of government can find ways to spend money.

Phil Sherwood stated a lot of people can relate to government overspending. However, the reason the facilities are in the shape they are is because past boards kicked the can down the road. The conservative approach is to invest in the facilities.

Fred Miller from Sandown doesn't disagree with spending money on roofs. The problem is transparency and it should have been part of a previous budget. After a plan was presented on what was going to be done extra money was spent on new projects.

Todd McCormick believed the surplus came off the default, which would not have any capital projects built in or planned facility updates. The budget committee is trying to conservatively reinvest in buildings overtime rather than go for another \$50 million bond. The difference between the default budget and the proposed budget is capital.

Rob Collins stated Mr. True is talking about a surplus from the 18-19 school year, 2 years of increases need to be accounted for. He requested the business administrator speak to the actual surplus as he does not believe it was \$4 million. Every year capital lines were cut back, and for years improvements were deferred. However, he believes it should be in the budget and there should be a capital improvement plan that should be followed.

Geoffrey Dowd stated the actual surplus for 18-19 was \$3,284,921 and the fund balance retention was \$500,000.

Michael Mascola stated that different years have large surplus because in September the budget committee is predicting the budget a year and a half in advance. There must be a buffer to account for things like contract increases, fuel, utilities, salaries, and insurance.

Chris Edris asked what is in the capital reserve fund.

Geoffrey Dowd stated \$1,450,000.

Chris Edris asked is there is anything for the middle school roofs, or if there is a separate fund for the middle school roofs.

Sue Sherman said no.

Barry Hantman from Danville stated the budget difference between what was expended in 18-19 and being proposed is about \$5 million. There is something more than the capital expenses being discussed driving the increasing proposed budget.

Rob Collins stated there is a two-year offset. There are salaries, fuel costs and other increases driving the budget.

IV01fE: Motion faifod by c u d vote.

**Warrant Artide 2 moved to the ballot by voice vote.**

**MOTION: Louise Pajak from Sandown motioned to restrict i'econsideration of Warrant Article 2; seconded by Susan Sher-man. The motfon passed by voace vote.**

Article 3 - Capital Reserve Fund

Shall the voters of the Timberlane Regional School District raise and appropriate up to \$250,000 to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996, with such amount to be transferred from those funds in the June 30, 2020 unassigned fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2019-2020 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by taxation. (MAJORITY VOTE REQUIRED)

Recommended by the School Board 9-0-0

Recommended by the Budget Committee 8-6-0

**MOTION: Susan Sherman motioned to put Warrant Article 3 on the floor for discussion; seconded by Kristin Savage.**

Discussion:

Susan Sherman stated there is about \$1.4 million in the fund at this time, and the school board cannot move money from this fund. The voters are the agent, and any expense must be approved by ballot. It has previously been used for kitchen repairs and other improvements.

Chris Longchamp wants to make sure it can be used for maintenance

Susan Sheenan stated no, not for maintenance. The money cannot be taken out without voter approval.

Jen Silva asked the business administrator how much is in the fund.

Geoffrey Dowd stated about \$1,450,000 or about 1,500,000 with interest.

Kim Farah wanted to clarify that the \$1,500,000 is after money was removed for the PAC wall as approved by the voters.

Geoffrey Dowd stated no, that money has not been removed. The money to be removed is approximately \$531,000.

Kim Farah stated the reserve fund is really around \$1 million after that money is removed. The \$250,000 is only put in the fund if there is any money remaining in the capital line. Last year only about \$30,000 was left to put into the fund.

**Seeing no other discussion or motions, Moderator Harb moved Warrant Article 4 to the ballot as written.**

Article 4 - Three Year Collective Bargaining Agreement (Timberlane Support Staff Union)

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Support Staff Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

Fiscal Year	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
Estimated Increase	\$305,644	\$242,921	\$231,638
		3-Year Total	\$780,203

And further to raise and appropriate the sum of **\$305,644** for the 2020-21 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

**Recommended by the School Board 9-0-0**

**Recommended by the Budget Committee 8-0-0**

**MOTION: Brian Boyle motioned to put Warrant Article 4 on the floor for discussion; seconded by Kristin Savage.**

Discussion:

Brian Boyle discussed it was a bargaining unit between administrators, support staff and school board members. The negotiation was relatively smooth, and it is important to pass this article for the support staff. The school board has been attempting to increase and maintain the benefit packages so all employees are treated the same.

Ryan Richman, President of the Timberlane Teachers Association ("TTA") spoke on behalf of the TTA in support of the warrant article. The TSSU are some of the most important and vital components of the Timberlane community. They had been undercompensated for far too long. This collective bargaining unit finally values their work.

Laurie Herchenroder, Timberlane Support Staff Union ("TSSU") President spoke in support of the article. The support staff is a vital part of the school and requests the voters to support them. The TSSU is appreciative of the support of the school board. The support staff go above and beyond what is expected of them everyday to ensure the safety of students. Increasing wages for the lowest paid employees and aligning rights and benefits with other staff is long overdue acknowledgement of their work.

With no further discussion Moderator Harb declared Warrant Article 4 would appear on the ballot as written.

**Article 5 - Automation for Special Meeting on Cost Items**

Shall the voters of the Timberlane Regional School District, if Article 4 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 4 cost items only? (MAJORITY VOTE REQUIRED)

**Recommended by the School Board 9-0-0**

**MOTION: Kristin Savage motioned to put Warrant Article 5 on the floor for discussion; seconded by Sarah Machemer.**

Discussion:

Brian Boyle discussed the need to give voters a choice and this gives the voters a second chance if the operating budget fails.

With no further discussion Warrant Article 5 will appear on the ballot as written.

**Article 6 - Middle School Roof Maintenance and Repair**

Should Article 2 fail, shall the voters of the Timberlane Regional School District raise and appropriate **\$500,000** for maintenance and repairs of the Timberlane Regional Middle School roof as referenced in the

Timberlane Regional School District Capital Improvement Plan? This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until June 30, 2023. (MAJORITY VOTE REQUIRED)

Recommended by the **School** Board 7-0-0

**Recommended** by the **Budget Committee** 7-1-0

**MOTION: Sheila Lowes to put Warrant Article 6 on the floor for discussion: seconded by Lee Dube.**

Discussion:

Brian Boyle apologized since he was off on his articles, and this article is the one that will give voters a second chance to invest in capital if the proposed does not pass.

Rob Collins stated \$250,000 was put in the budget for sprinklers for a school, and it ended up being more than \$250,000. He questioned if there are quotes.

Dr. Metzler stated that there is a quote for the sections not covered by warranty, which is \$978,000.

Rob Collins questioned if there is a plan to get the other \$500,000.

Shawn O'Neil stated the board would look at surplus to see if it can be funded. The amount is lower since the likelihood of a warrant passing increases as the amount decreases.

Rob CoHins stated surplus money would be operating money, which takes money from Danville and Sandown and gives it to Atkinson and Plaistow. Danville taxpayers lost \$35,000 and Sandown lost over \$50,000 last year because of the shift between operating and capital.

Sheila Lowes stated that there is money in capital.

Dr. Metzler stated that surplus comes from 3-5% of the spend rate. Some of the roofs are under warranty.

Kim Farah addressed Mr. Collins concern of the difference between operating and capital expenses. The school board ran the expenditure last year by the auditor and the auditors agreed it is repairs and maintenance. not capital.

Chris Longchamp asked if the warrant article doesn't pass, can the roofs get done?

Kim Farah stated some lines are repair and maintenance. If the default passes there is only about \$400,000 for roofs and this warrant article would provide the additional sum, which is provided for in the proposed budget.

Chris Longchamp asked why not just do the job from surplus.

Jen Silva stated projects are not typically budgeted based on surplus.

Chris Longchamp asked what is in the capital budget versus the operating budget. He questioned why the school board put \$400,000 in the capital budget for a \$900,000 job.

Kim Farah stated there is the \$900,000 in the operating budget, but the default budget only has \$400,000. This warrant article would allow the project to be completed on a default budget.

Chris True requested clarification that the warrant article is asking for money that does not account for the full cost and opined a voter will believe the project will cost \$500,000.

Moderator Harb stated he reads the article as to what is requested to be raised and appropriated in case the operating budget fails. The money is in the operating budget if the operating budget passes.

Chris True asked if there is firm bid for \$900,000

Dr. Metzler stated there is a quote, but not a firm bid.

Rob Collins stated this expense would come out of 4600, which is raised by EPV.

**MOTION: Rob Collins moved to amend the Article to read:**

Should Article 2 fail, shall the voters of the Timberlane Regional School District raise and appropriate \$978,000 for maintenance and repairs of the Timberlane Regional School District Capital Improvement Plan?

**Seconded by Chris True.**

Rob Collins discussed it's the proper way to fund the roofs.

Peter Bealo spoke in favor of the amendment. There is \$400,000 in the default which could be applied to the roofs, but then that line would be decimated.

Barbara Kiszka from Plaistow wanted to clarify if it would increase the budget by \$978,000.

The moderator clarified it would only increase the default budget. The warrant is only applicable if warrant Article 2 fails.

Kristin Savage stated it would be a one-time expenditure, which would not increase the default budget in future years.

Karen Trasatti from Atkinson asked if there were multiple quotes.

Dr. Metzler clarified there was one quote, it did not go out to bid.

Geoffrey Dowd stated there is a competitive bidding process, and the number may be more or it may be less based on the bid process.

Motion failed by voice vote.

Peter Bealo asked where in the CIP is the middle school roof repair.

Susan Shennan stated it is in the CIP and has been for three years. It was listed for the 2020-2021 year.

With no further discussion Article 6 will appear on the ballot as written.

Article 7 - Withdrawal from SAU 55

Shall the Timberlane Regional School District accept the provisions of RSA 194-C providing for the withdrawal from a school administrative unit involving the school districts of Timberlane Regional and Hampstead, in accordance with the provisions of the proposed plans? (3/5 MAJORITY VOTE REQUIRED)

Recommended by the School Board 7-2-0

Moderator Harb stated there is a legal opinion and the warrant will go on as written. It is not amendable, but it is discussable.

**MOTION: Kristin Savage to put Warrmt Article 7 on the floor for d scussion: seconded by Lee Dube.**

Discussion:

Kim Farah was chair of the withdrawal committee. It was a citizen petition article that was approved last March. This Article does not affect Timberlane as a unit, it would withdraw Timberlane from SAU 55. It was approved by the withdrawal committee 6-0, one member not present. The report is a public document posted on the school website. There was a public hearing and a hearing at the State Board of Education. At the Board hearing, the Board requested the withdrawal committee to state Timberlane will honor all liabilities of the SAU within the withdrawal plan. If this does not pass, the committee can bring it to the voters again as is next year. The Hampstead chair and vice-chair stated Hampstead is in support of Timberlane's withdrawal.

Phil Sherwood requested the attorney clarify that Article 7 is only for discussion and cannot be amended.

Attorney O'Shaughnessy stated the warrant article must be in substantially the form proscribed by statute. It is not materially amendable. This warrant is not specifically proscribed by law, but he cannot think of an amendment that would maintain substantially the same form.

Sarah Machemer spoke against the article and stated she expected more discussion of the liabilities in the withdrawal plan. She read from a letter from the Hampstead attorney, which contains a list of concerns including liabilities that extend beyond the date of withdrawal and third-party claims. The letter sent from Hampstead's attorney to the withdrawal committee attorney October 30 had recommended edits, which were not incorporated into the plan. There is concern there will be litigation over contracts that extend beyond the withdrawal date.

Karen Steele from Atkinson defers to Kim Farah for comments but requested clarification a 3/5 vote is required for the warrant to pass.

Kim Farah stated Hampstead's attorney was present at the State Board hearing and was only looking for one additional sentence to clarify Timberlane will pay its portion of the liabilities. The language was specifically added at the request of Hampstead, and the State Board subsequently approved the plan.

Jen Silva stated the recommendations Mrs. Machemer read were submitted by Hampstead's attorney on behalf of his client, not the Timberlane attorney. His request at the Board hearing was one simple sentence, which was incorporated into the plan.

Rob Collins stated he believes that Hampstead is in favor of withdrawal but does not believe they are in favor of the plan. He stated there will likely be increased legal fees and that he has a presentation.

**POINT OF ORDER: Kim Farah asked if presentations are limited by time.**

The Moderator stated presentations are limited to 10 minutes.

**MOH.ON: Shawn O'Neil moved to limit the presentation to three minutes, second by Corinne Martin from Plaistow.**

**POINT OF ORDER: Phil Sherwood asked what percentage of voters is needed for a motion to change the rules to pass.**

It was discussed only a simple majority.

**Motion passed by card vote 77-69.**

Rob Collins presented a PowerPoint to discuss that the savings are not accurate. The salary and benefits of the assistant superintendent was excluded. The budget states it's cutting 2 FTE, but the organizational chart has 13 positions. The transition plan calls for a Superintendent to start on April 1, in the middle of the school, and it would be hard to find a quality candidate. The transition costs are not enough. The savings are grossly overestimated. It was previously stated the withdrawal study would not cost money, and he believes it cost \$15,000 so far. Timberlane would still be paying 77% of Dr. Metzler's salary on top of a new superintendent's salary for the 2021/2022 year.

**POINT OF ORDER: Dr. Farah stated the plan is not for discussion, there was already a public hearing and the plan has been approved by the State Board.**

Moderator Harb believes its germane to agreement or disagreement with the warrant article.

Phil Sherwood stated we know there are costs to withdrawal, but we don't know what they are. He believes that Hampstead only asked for one thing so Hampstead would have leverage since we acknowledged there are liabilities.

Karen Steele from Atkinson discussed confusion on the organization chart. The assistant superintendent stated she spends 80-90% of her time with Hampstead, and there is no need to hire someone if the functions required are already being fulfilled. The recommendation is for Timberlane to maintain 11 of the 14 staff.

Brian Boyle discussed the credibility of the presenter. Timberlane has been brought to court twice by Mr. Collins. Timberlane had surpluses both years the presenter stated there are insufficient funds in the budget.

Moderator Harb requested the credibility of presenters to not be challenged, rather to speak for or against the warrant.

Peter Bealo stated there is no educational harm or good that he can tell, and the only issue is financing. The Committee says it saves \$130,000 every year going forward and he requested the business administrator's opinion. He has a spreadsheet generated by the business administrator which states it would cost \$900,000 more a year to withdraw.

Moderator Harb is requesting it is not the time to debate. Voters can speak in favor or against but it will appear on the ballot as written.

Geoffrey Dowd stated that while Timberlane pays the SAU, the SAU also pays Timberlane through its lease and utilities, and Timberlane would lose that revenue source.

Barbara Kiszka asked if it was the sheet that stated 19 employees rather than 14 employees would be needed for a single district SAU.

Geoffrey Dowd stated it is not.

**POINT OF ORDER: Barbara Kiszka requested the presentation be taken down now that discussion is back to the warrant.**

Barbara Kiszka stated a reason to separate from SAU55 is there is not much in common with Hampstead. The only asset in common is a fingerprint machine. There would be only one school board and one audit.

Elizabeth Kosta from Plaistow **informed** voters that people have formed a withdrawal coalition for people to discuss withdrawal February 19<sup>th</sup> at the Plaistow Public Library from 7-8 pm.

Lee Dube stated the revenue the business administrator referred to is generated through past expenses. The expense is incurred and comes back in revenue. Also, there have been legal fees due to conflicts between the two boards.

Susan Sherman appreciates the work of the committee but stated the one thing to consider are the kids. She states the transition **will** have an effect on the education with a whole new staff.

Maryann Springer from Danville stated that having a single district SAU will have long-term benefits on the education and the interests of the students was taken into account in the withdrawal plan.

**MOTION: Meghan Martin moved to call the question; seconded by Shawn O'Neil.**

**Motion passed by voice vote.**

**Moderator Harb declared! Warrant Article 7 will appear on the ballot as written.**

### **Article 8 - General Acceptance of Reports**

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2017 Annual Report? (MAJORITY VOTE REQUIRED)

**Recommended by the School Board 9-0-0**

**MOTION: Shena Lowes moved to put Warrant Article 8 on the floor for discussion: seconded by Kristin Savage.**

**Seeing no discussion, Moderator Harb declared Article 8 will appear on the ballot as written.**

### **Article 9 - Expendable Trust Fund for Withdrawal by Petition**

If Article 7, Withdrawal from SAU55, is approved, shall the Timberlane Regional School District raise and appropriate the sum of \$228,600 to fund a new expendable trust fund and to authorize the Timberlane School Board to use/transfer money from this fund to pay Timberlane's share of ongoing healthcare liabilities of retired SAU55 employees?

**Not recommended by the School Board 6-0-1**

**Not recommended by the Budget Committee 6-2-0**

**MOTION: Peter Bealo moved to put Warrant Article 9 on the floor for discussion: seconded by Michael Mascola.**

Discussion:

Peter Bealo discussed the warrant is necessary to represent 20 years of the costs to fund ongoing healthcare liabilities of retired SAU55 employees and one employee who will be eligible upon retirement.

Kim Farah stated she believes the purpose of the trust fund should be included. These liabilities have cost between \$6,000-\$8,000 per year in prior years. It would be in Timberlane's best interest to pay its liabilities regardless of withdrawal. She spoke against putting money in trust fund for an indefinite time.

**MOTION: Shawn O'Neil moved to reduce the amount to \$0, seconded by Lee Dube.**

Discussion:

Shawn O'Neil discussed amending the motion to \$1 on the advice of legal counsel. Attorney O'Shaughnessy stated the amount could be reduced to \$0 and the motion remained as originally presented.

Chris Longchamp asked what the monetary liability is.

Moderator Harb confirmed with Dr. Farah the current liability is about \$6,600 a year.

Kim Farah stated it is impossible to quantify without knowing which employees are staying and which are leaving. If all the employees stay with Timberlane, Timberlane maintains the liability.

Barbara Kiszka stated that about \$10,000 is budgeted yearly for this and asked if it is in the current budget.

Geoffrey confirmed it is. He further stated for the record that the present value of the future obligation currently is about \$123,000.

Stefanie Dube from Danville asked if the amount is reduced to \$0, is there a cost with creating an expendable trust fund.

Geoffrey Dowd stated if there are no assets and no distribution there would be no costs associated.

John Goldman from Sandown stated the number is right, but with a large budget he is not in favor of encumbering \$230,000 indefinitely for a \$10,000 yearly liability.

Maryanne Staska from Sandown questioned whether employees will lose their healthcare if the Article is not approved.

Seeing no further discussion, Moderator Harb called the question.

**Motion passed by voice vote.**

**MOTION: Sheila Lowes moved to amend to add advisory only, non-binding, no second.**

Sheila Lowes stated the concern is the school board would be bound to establish a trust with no funds.

Attorney O'Shaughnessy stated the law is not clear and that only a legislative body can create a trust fund. If a trust is created, the next year an Article can be proposed to put money into the trust. The article directs the board to create a trust fund, he opined it cannot be advisory and it would be an inappropriate amendment.

**Motion fails - no second and ruled as an inappropriate amendment.**

**MOTION: Jim Garrity moved to amend Article 9 to read:**

**if Article 7, Withdrawal from SAU 55 is approved, shall the Timberlane Regional School District study whether to create a new expendable trust fund to fund healthcare liabilities of reth-ed SAU 55 employees?**

**Seconded by Jen Silva.**

Attorney O'Shaughnessy stated the subject matter is intact and courts define subject matter broadly. He will not take the position it's an illegal amendment.

**Motion passed by voice vote.**

**Seeing no further discussion, Moderator Harb stated Article 9 will appear on the ballot as amended.**

**MOTION; Barbara Kiszka moved to restrict reconsideration of the amended Warrant Article 9; seconded by Shawn O'Neil.**

**Motion passed by a voice vote.**

**Article 10 - Funding for Transition in Preparation for Withdrawal from SAU55 by Petition of Rob Conins et al**

If Withdrawal from SAU55 is approved, shall the voters of the Timberlane Regional School District raise and appropriate \$100,000 to fund the recommended transition period defined in the SAU55 Withdrawal Plan by the SAU55 Withdrawal Planning Committee?

Not recommended by the School Board 6-0-1

Recommended by the Budget Committee 5-3-0

**MOTION: Rob Collins to put Warrant Article 10 on the floor for discussion; seconded by Sarah Machemer.**

Discussion:

Rob Collins stated the \$100,000 has been discussed earlier and the point of the article is so voters know the up-front costs. He believes it will be more, but that is the amount the committee determined.

Dr. Metzler stated the transition costs include search services, temporary payroll, training and others.

**MOTION: Lee Dube moved to make Article 10 advisory only, non-binding, seconded by Karen Steele.**

Discussion:

Lee Dube stated the amendment would allow the board to expend what is necessary if withdrawal passes.

Attorney O'Shaughnessy stated that you cannot create an advisory appropriation. However, by its nature, the warrant article is non-binding, and the school board will need to expend the amount if withdrawal passes.

**Motion withdrawn.**

**MOTION: Shawn O'Neil moved to amend the appropriation to \$0, seconded by Stefanie Dube.**

**The amended Article would read as follows:**

**If Withdrawal from SAU55 is approved, shall the voters of the Timberlane Regional School District raise and appropriate \$0 to fund the recommended transition period defined in the SAU55 Withdrawal Plan by the SAUSS Withdrawal Planning Committee?**

Discussion:

Peter Bealo is incredulous a member of the school board would reduce the amount after discussing the amount is necessary.

Shawn O'Neil stated there is more than enough in both budgets.

**Motion passed by card vote 71-62.**

Discussion on the motion as amended:

Rob Collins asked for clarification if any money can be expended if withdrawal passes.

Attorney O'Shaughnessy confirmed it could.

**With no further discussion, Moderator Harb stated Article 10 will go to ballot as amended.**

The 2020 Deliberative Session of the Timberlane Regional School District concluded at 9:45 pm.

Respectfully submitted,

  
**K**

Kaitlyn Hilbert

Timberlane Regional District Clerk

# EXHIBITE

TIMBERLANE REGIONAL SCHOOL DISTRICT 2020  
ANNUAL VOTING RESULTS

#1: Election of Officers

	Atkinson	Danville	Plaistow	Sandown
School Board (3 yr term)	845 Brj;m J. Boyle.	407 Sabri,na Alberg	405 .Peter Beato	NO VACANCY
	642 Bill Friel	577 kImberlv Ftlllh	548 Barbara Kis?ka	

Budget Committee (3 yr term)	1254jJutie Ha mond	s32jrodd McCormick ..	785 [fnaet MascoJa	fNOVACANCY
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Budget Committee (2 yr term)	NO VACANCY	498 Kristi Auclair	NO VACANCY	NO VACANCY
		411  kathleen Lancaster		

District Moderator (3 yr term)	421 Barry Hantman	684 Barry Hantman	173 Barry Hantman	401 Barry Hantman	1679
	729 Robert Harb	212 Robert Harb	739 Robert Harb	374 Robert Harb	2054

#2: Operating Budget	WOUÁ	1058	509	563	510	2640	Passed
	NO	372	465	412	607	1856	

#3: Capital Reserve Fund	WOUÁ	1176	633	674	634	3117	Passed
	NO	303	393	321	516	1533	

#4: Three Year Collective Bargaining Agreement (TSSU)	WOUÁ	1162	641	696	673	3172	Passed
	NO	324	390	311	492	1517	

#5 Authorization for Special Meeting on Cost Items	WOUÁ	1148	728	719	742	3337	Passed
	NO	306	274	268	371	1219	

#6: Middle School Roof Maintenance and Repair	WOUÁ	1217	676	689	654	3236	Passed
	NO	265	356	307	488	1416	

#7: Withdrawal from SAU 55	WOUÁ	1143	764	656	824	3387	Passed
	NO	351	296	348	354	1349	

#8: General Acceptance of Reports	WOUÁ	1351	849	845	954	3999	Passed
	NO	104	133	125	173	535	

#9: Expendable Trust Fund for Withdrawal (Citizen Petition)	WOUÁ	358	280	217	255	1110	
	NO	1077	721	752	877	3427	Failed

#10: Funding for Transition in Preparation for Withdrawal from SAU 55 (Citizen Petition)	WOUÁ	322	285	232	345	1184	
	NO	FeiíÁ	720	733	766	3317	Failed

2020 MARCH VOTING RESULTS

Certified on March 10, 2020 by



Kaitlyn Hilbert, School District Clerk