

Surry School District
SAU 91

MK: Policy Notice to Independent Student Services Providers

To: Independent Student Services Provider and Contractor
Re: Contract Attachment

The Surry School Board appreciates your work to support the school district and our students. We could not perform our educational obligations without you. I am attaching this memorandum to your contract for services as an important reminder.

Invoices

The School Board wants to ensure timely payment for your services while performing their fiduciary responsibility to review and approve disbursements. School district personnel need to receive and process your invoices prior to monthly school board meetings to accomplish this task.

Please send your invoices by the 5th of each month to process and present to the school board for approval and disbursement. Invoices received after the 5th of the month will be processed at the next month's school board meeting.

As a reminder, invoices for special education and related services should be sent to Julie Fenrich, Director of Student Services, at jfenrich.surry@gmail.com Related services include special education transportation and contracted services for school psychology, speech & language, occupational & physical therapy, special education evaluations, and other specialized services.

Other invoices should be sent to Sarah Dublin, District Bookkeeper, at surrybilling@gmail.com

School Board Policy

I want to notify you that all contractors working on behalf of the district affirm that they are familiar, and will comply with, all applicable federal and state laws and regulations, and all applicable district policies as appropriate.

The Surry School Board does not operate any schools and is recognized as a sending district. Therefore, the Surry School Board recognizes and incorporates by reference the policies and procedures applicable to students and parents/guardians of students attending the receiving school district and adopted by the receiving school boards in the school districts where Surry resident students attend school. Refer to the policies and procedures of the receiving schools.

Refer to the Surry School Board Policy Manual at <https://surry.nh.gov>

Please don't hesitate to contact me at kcaronsurry@gmail.com with any questions.

We appreciate your work on the behalf of our students.

Sincerely,

Kim M. Caron

Kim M. Caron
Superintendent
Surry School District