

**SCHOOL ADMINISTRATIVE UNIT #19**  
**11 School Street**  
**Goffstown, NH 03045-1908**

Telephone (603) 497-4818 \* FAX (603) 497-8425

*Serving the Towns of Goffstown and New Boston*

May 25, 2023

via e-mail: [cizbicki@sau15.net](mailto:cizbicki@sau15.net)

Mr. Cory Izbicki, Business Administrator  
SAU#15 – Hooksett School District  
90 Farmer Road  
Hooksett, NH 03106

Re: Renewal of Memorandum of Understanding (MOU)

Dear Mr. <sup>Cory</sup>Izbicki,

Enclosed is the fully executed Memorandum of Understanding (MOU) between the Goffstown and Hooksett School Districts.

Please contact me at (603)660-5758 or e-mail me at [denise.morin@sau19.org](mailto:denise.morin@sau19.org) if you have questions regarding the attached document.

Sincerely,

Denise F. Morin  
Executive Assistant

Attachment (1)

cc: Scott Gross, Business Administrator  
SAU#19 File

**Memorandum of Understanding  
Hooksett School District and Goffstown School District**

This Memorandum of Understanding ("Agreement") is effective as of July 1, 2023 (the "Effective Date") between the Hooksett School District ("Hooksett") and the Goffstown School District ("Goffstown") regarding the terms for certain grade 9-12 students who reside in Hooksett to attend Goffstown High School (the "School").

WHEREAS, RSA 193:3, IV permits any person having custody of a child to apply to enroll that child in a non-resident school district and for the non-resident school district to charge tuition to the parent or to enter into an agreement for payment of tuition with the school district in which the child resides; and

WHEREAS, Hooksett wishes to enter into an agreement with Goffstown for payment of tuition for some of its students pursuant to RSA 193:3,IV, and in accordance with the terms of this Agreement; and

WHEREAS, Goffstown High School meets the requirements of the laws of the State of New Hampshire, and Goffstown desires to have certain Hooksett students attend the School under the terms of this Agreement and pursuant to the laws of the State of New Hampshire; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. Student Enrollment. If a student wishes to attend the School, Goffstown agrees to enroll the student during any school years during the Term (as defined below), subject to the terms and conditions of this Agreement.
2. Term. The Agreement shall commence on July 1, 2023 and continue for five years through June 30, 2028, thereafter (the "Term"), unless terminated sooner as provided below. The Parties may mutually agree to renew the Agreement for successive five-year terms.
3. Enrollment Process. Goffstown School District may provide the Hooksett School District with the number of spaces available for Hooksett students by October 1 of the school year preceding the enrollment. Hooksett may provide Goffstown with a list of the students seeking enrollment by November 1 of the year preceding the enrollment, or if circumstances warrant, at any time during the year. Should the total number of students seeking enrollment exceed the total spaces available at the school, Hooksett shall be responsible for making any final determinations on which specific students shall be proposed for enrollment, except as otherwise set forth in paragraphs 4, 7, and 13 below. This process shall not be applicable to students identified as eligible for special education. The placement of special education students shall be subject to space availability and a predetermination by Goffstown that it possesses the facilities, programs, staffing and expertise ("resources") to provide a Free Appropriate Public Education ("FAPE") to the Student in question. If the preplacement review indicates that Goffstown can deliver FAPE, the Student's Individualized Education Plan ("EP") team may consider whether or not Goffstown would be an appropriate placement for the student. In the event a student is placed at Goffstown, it shall thereafter be responsible for providing building level case management and for all IEP and Section 504

Team processes, as a placement and not as the Local Education Agency for Hooksett students. A Hooksett representative shall be invited to all Team meetings and shall be the designated Local Education Agency ("LEA") representative for all Hooksett students. Hooksett shall be responsible for providing any transportation required as a related service in the IEP. When the decision has been made by the Goffstown members of the IEP Team that a Student's needs cannot be met by Goffstown, it shall be Hooksett's responsibility to determine the Student's appropriate placement.

4. **Reservation of Rights.** Goffstown reserves the right and sole discretion to give enrollment priority to its own residents and to determine the number of spaces available to Hooksett based upon space needs, enrollment projections, program availability, staffing, budgetary limitations, and the collective resources of the district. Further, Goffstown reserves the limited right to deny enrollment of any student who is subject to a current suspension, expulsion or who has a significant history of drug use, material misconduct and/or violence. The Parties recognize that either district may enter into other agreements with other school districts regarding the enrollment of high school students and that residents of Hooksett may enroll elsewhere (other than Goffstown) in accordance with the laws of the State of New Hampshire.
5. **Equal Access.** Goffstown agrees that during the Term (as defined above) it will provide each Student who enrolls in Goffstown with equal access to all educational, co-curricular, extracurricular, scholarship and athletic opportunities and programs. Goffstown shall not provide any transportation to a Hooksett student other than that transportation incidental to sports and field trips. Goffstown represents that the School qualifies, and will continue to do so during the Term, as an approved school under the laws of the State of New Hampshire for purposes of enrollment and attendance.
6. **Tuition.** Each year of this Agreement Goffstown shall charge Hooksett a per pupil base tuition rate (the "Base Tuition") that is similar to the AREA Agreement Tuitions that apply to the New Boston School District. The Parties agree that the Base Tuition is intended to cover only the costs of providing regular education to each Student enrolled at the School, which costs do not include (a) the transportation of any Student for any reason or (b) any extraordinary educational costs such as special education, supplementary aids and related services, other than that transportation incidental to sports and field trip. To the extent the tuition rate charged by Goffstown exceeds the tuition contribution set by the Hooksett School Board, Goffstown agrees to bill and collect such sums from the parent/guardian of the student in accordance with the terms of an agreed to tuition payment contract. The Parties agree that execution of an agreed-to tuition payment contract by the parent/guardian shall be a condition precedent to enrollment.
7. **Supplemental Tuition.** In addition to the Base Tuition, Hooksett agrees to pay supplemental special education tuition (the "Supplemental Tuition") for each student identified as needing special education supplementary aids and related services. whether such services are

provided during the academic school year or the extended school year. The amount of Supplemental Tuition shall be based upon the cost, per unit, of any special education services provided to the Student, including but not limited to costs related to all related services, contracted service providers, costs related to the evaluation of a student and any costs incurred as a result of services imposed under the IDEA, state law, Section 504 of the federal Rehabilitation Act or any similar law. Hooksett shall promptly provide Goffstown with any information it requires to estimate service costs and Goffstown will provide Hooksett with an estimate of the unit costs for such services by November 1st and will adjust such estimates, if necessary, in May of the applicable school year. In addition to the Supplemental Tuition, Hooksett shall cover all costs for one-on-one nurses/aides/paraprofessional services, Student transportation, functional behavioral assessments, outside counseling, family counseling, behavioral consultants, medical services, educational assistants, outside contract service providers, assistive technology, supplementary aids, supplementary services, medical equipment, adaptive technology and all costs associated with any out-of-district placements. Not more than every two years, the Hooksett or Goffstown Superintendent may request that the Special Education Directors of each District meet and confer to determine the per unit costs for related services and to ensure such charges equitably compensate Goffstown for such services.

8. Legal Expenses. Hooksett shall be responsible for the costs of retaining its own legal representation in special education and 504 matters pertaining to Hooksett students which result in alternative dispute resolution or a due process hearing. Goffstown shall be responsible for defending itself against allegations by third parties, parents, guardians, or students that it has engaged in any form of disability-based discrimination. In the event that Hooksett is the subject of a complaint to the Office for Civil Rights regarding conduct by Goffstown, Goffstown shall be responsible for the costs of responding to the complaint. In the event that Goffstown is the subject of a complaint to the Office for Civil Rights regarding conduct by Hooksett, Hooksett shall be responsible for the costs of responding to the complaint.

9. Tuition Payments. Hooksett agrees to pay any and all tuition in three annual payments: (1) the first payment shall be a minimum of 25% of the total annual tuition payment (i.e., Base Tuition plus any Supplemental Tuition) and shall be paid by October 15 of each year; (2) the second payment shall be for 50% of the total annual tuition payment and shall be paid by February 15 of each year, and (3) the third payment shall be for 25% of the total annual tuition payment and shall be paid by May 1 of each year. Hooksett shall pay any and all tuition due based on the enrollment of each Student in Goffstown for an entire school year. In the event a Student is not enrolled for an entire school year, the applicable Base Tuition and any Supplemental Tuition due to Goffstown will be a pro-rated amount that reflects the number of days the Student was actually enrolled in Goffstown. Notwithstanding the foregoing, the tuition due for any Student who is expelled will equal the Base Tuition and any Supplemental Tuition due for the entire semester in which the Student was most recently enrolled, regardless of the number of days he or she was actually in attendance. Furthermore, there will be no pro-ration of tuition in the event a Student is suspended.

10. Governmental Aid. Any governmental aid will be credited to the Student's district of residence (i.e., Hooksett). Goffstown shall supply Hooksett with any service logs or other documentation required for application for Medicaid reimbursement.

11. Financial Records. Hooksett or its representative shall be provided with access to the accounting of records, data, and reports relied upon to calculate or finalize costs billed to Hooksett under this Agreement. The Goffstown School Board shall report the School's expenditures on the New Hampshire State Department of Education DOE-25 separately from its other schools, defining the School's costs.

12. Rules; Discipline; Records. The Parties agree that all Students will be subject to all applicable rules and regulations of Goffstown during the Term of this Agreement, which Goffstown may enforce regardless of residency. Goffstown reserves the right to take disciplinary action, up to and including expulsion of a Student from the School in accordance with its rules and regulations and the laws of the State of New Hampshire. However, the Hooksett Superintendent shall be copied on any written notice of disciplinary action or hearing of a Hooksett Student.

Hooksett agrees to provide Goffstown with full access to any and all records regarding a Student's education prior to enrollment in Goffstown. This includes, but is not limited to, academic records, health records, and discipline records. A Student must meet Goffstown's enrollment requirements (health examinations, immunizations, etc.) prior to attending the School.

13. Dispute Resolution. Should either party have a complaint as to the operation or interpretation of this Agreement, that complaint shall be stated in writing to the Superintendent of Schools for the other party and each Superintendent shall work together to resolve the issue. If the Superintendents cannot resolve the dispute, it shall be presented to the School Boards which shall jointly seek to resolve the issue. Should resolution prove impossible at the board level, the issue shall be referred to a private mediator jointly selected by the superintendents and paid for jointly by the districts. Should resolution prove impossible by the mediator, the issue shall be referred to the State Board of Education for a decision in accordance with administrative rules Ed 200, which decision may be appealed to a court of competent jurisdiction.

14. Termination. This Agreement terminates at the end of the Term or by mutual agreement. Upon termination of the Agreement, in any event, Goffstown agrees to allow any Student who is enrolled on the date of termination to continue attending the School until graduating from the School, subject to applicable graduation requirements and the laws of the State of New Hampshire, provided that Hooksett and the parent/guardian timely pays any tuition due under the terms of this Agreement, which terms the Parties agree shall survive termination with respect to such students. Notwithstanding, the Parties shall meet not less than 90 days prior to the expiration of this agreement to discuss the possible extension thereof.

15. Miscellaneous. This Agreement sets forth the entire agreement between the Parties and fully supersedes any and all prior agreements and understandings, whether oral or written

between the parties pertaining to the subject matter of the Agreement. This Agreement may only be amended by the mutual written agreement of the Parties.


IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year written below.

  
\_\_\_\_\_

Heather Trzepacz Goffstown School Board Chair

5-25-23

Date

  
\_\_\_\_\_

Hooksett School Board Chair

5/18/23

Date