

## SAU #39 Board Meeting

Thursday, May 23<sup>rd</sup>, 2019

Meeting Minutes- Approved 06 27 19

## Attendees:

Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent, and Bruce Chakrin- Director of Technology.

Amherst School Board: Elizabeth Kuzsma- Chair, Terri Behm- Vice Chair, John Glover- Secretary, and Ellen Grudzien.

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

Mont Vernon School Board: Sarah Lawrence- Chair, Peter Eckhoff- Vice-Chair and Stephen O'Keefe.

Board Minutes: Danae Marotta

Public: None

## I. Call to Order

**Chair of the SAU #39 Board, Ms. Amy Facey, called the meeting to order at 6:02PM.**

## II. Public Input

No Public Comment

## III. Board Updates

Ms. Facey noted that they will review this at the next meeting as they have a long discussion on the agenda regarding Strategic Planning.

Ms. Elizabeth Kuzsma, Chair of the ASB, remarked that they have hired a new Principal for C/W.

## IV. PD Committee Representative

Ms. Landwehrle explained that it is helpful to have a PD Representative from the Board. Mr. O'Keefe had served last and he could call in to their meetings. Meetings are once a month, on Thursday afternoons at 3:15PM.

Mr. Coughlan and Ms. Kuzsma both noted that they were interested.

Mr. Coughlan added that he had served previously.

**Mr. Stephen O'Keefe nominated Ms. Elizabeth Kuzsma as PD Committee Representative. Mr. Steve Coughlan seconded. The vote was unanimous. Motion passed.**

## V. Superintendent's Report

33 Superintendent, Mr. Adam Steel, noted that he has a few important dates to review.

34 Friday, June 7<sup>th</sup>, 5:00PM SHS Graduation- They are attempting to hold it outside, weather  
35 permitting. He is also looking to make it a SAU wide event. He noted that he does not have  
36 contact info for all of the Board Members that have participated in the graduating class's  
37 education.

38 He then asked the Board to reach out to previous members.

39 Monday, June 10<sup>th</sup>, AMS Graduation at 6:00PM- Superintendent Steel then asked for a MVVS  
40 Rep to be there and to sit on stage.

41 Mr. O'Keefe noted that he will be there.

42 Tuesday, June 11<sup>th</sup> is the MV Step Up Day Celebration.

43 Lastly, they have heard that Principal Scully decided that this will be his last year at SHS. Mr.  
44 Bill Hagan will fill in as interim Principal and is currently the Bedford High School Principal and  
45 is retiring at the end of the school year. He is well versed in the duties of being a Principal and  
46 they are excited to have him.

47 The Faculty and Staff have been made aware and they are working on a Press Release.

48 The Board thanked Superintendent Steel.

49 VI. Consent Agenda

50 **Mr. Pim Grondstra motioned to accept the Consent Agenda items 1. Draft Minutes of**  
51 **April 16, 2019, 2. 2019-03 SAU39 Treasurer's Report 3. Deputy Treasurer Appointment, 4.**  
52 **Policies- Second Reading from 4/16 Meeting- DA, DB, DBB, DBC, DC, DD, DEA, DFA,**  
53 **DG, DGA, DH, DI, DIA, DIAM, DID, EHAA, EHAB, and ADB/ GBEC. Mr. John Glover**  
54 **seconded the motion. The vote was unanimous, motion passed.**

55 **Ms. Ellen Grudzien motioned to appoint Ms. Peg Bennett as Deputy Treasurer for SAU**  
56 **#39. Mr. Pim Grondstra seconded the motion. The vote was unanimous, motion passed.**

57 Ms. Taylor noted that she had a question about the policies.

58 Ms. Facey added that they were a first read at the last meeting but will be happy to discuss  
59 further.

60 Ms. Taylor asked about policy DFA.

61 Mr. Steel explained that this is a part of GAAP.

62 Ms. Taylor asked about Policy DEA- she is questioning about exceptions and strings that may  
63 be attached to State Funds.

64 Superintendent Steel referenced RSA 198:20-B noting that it goes through the Board. The Board  
65 has to approve of receiving the funds and can decline if desired.

66 VII. First Read Policies-For SAU and Motion to Move to Individual Boards

67 Mr. Glover asked the Board for questions first.

68 Assistant Superintendent, Ms. Christine Landwehrle, noted that this is a first read and motion to  
69 go to the individual boards.

70 Mr. O'Keefe asked about Policy EHB-R and the table attached.

71 Mr. Glover replied that they reordered the table a little differently, they added some end notes  
72 that better defined where the recommendations came from. He then noted that it satisfied his  
73 concern.

74 Mr. Steel noted that Mr. Gauthier had some questions about the "D" Policies.

75 Ms. Taylor asked about the wording to be more flexible for Policy KE/KEB, on page 51. She  
76 then noted that it seems very structured.

77 Ms. Facey replied that the reason why it is in here this way is to make sure that the public goes  
78 through the proper channels and not just go right to the Superintendent. She then noted that they  
79 do need to follow this protocol.

80 Ms. Taylor added that she thinks that it should be flexible, and she knows her experience as a  
81 parent.

82 Ms. Grudzien added that she had an experience where she went to the Principal. she noted that  
83 this is helpful to parents new to the school system.

84 Mr. Coughlan added that if he went to the principal first, he/she would ask if they talked to the  
85 teacher. The whole point is that they resolve it at the lowest possible level first.

86 Mr. Glover added that it is the proper channeling.

87 Discussion ensued.

88 Ms. Lawrence added that the wording does say that it is taken on a case by case basis and  
89 flexible. She added that she feels comfortable with it.

90 Ms. Facey asked if there were any other questions.

91 The Board had no further questions.

92 **Ms. Elizabeth Kuzsma motioned to approve and move Policies DBF, DBI, DBJ, EHB,**  
93 **EHB-R, and KE/KEB to the individual board. Ms. Sarah Lawrence seconded the motion.**  
94 **The vote was unanimous, motion passed.**

95 VIII. Audit RFP

96 Superintendent Steel explained that it is policy to do an RFP for auditors every three years.  
97 Director of Finance, Ms. Katie Hannan, did an exceptional job and her recommendation is to stay  
98 with the current auditor.

99 Mr. Glover asked if there was a process could be put into the default budgets and disclose this  
100 before the vote in a respectful, legal, manner.

101 Superintendent Steel explained what Sandbornizing is. He then noted that it went to the Supreme  
102 Court and was established as Common Law.

103 Mr. Glover replied that they should ask for one year and multi-year costs.

104 Ms. Facey remarked that they do need a motion.

105 **Mr. Steve Coughlan motioned to approve Plodzik and Sanderson, PA. for the next three**  
106 **years. Ms. Elizabeth Kuzsma seconded. The vote was unanimous, motion passed.**

107 IX. NWEA Insights Report

108 Ms. Facey suggested that they move this to the next meeting (June 27<sup>th</sup>) due to the Board's focus  
109 on Strategic Planning tonight. She then asked the Board to review prior to the next meeting.

110 X. Data and Security Plan Update

111 Superintendent Steel noted that this presentation is related to NH HB1612-Data Security in  
112 Schools.

113 Mr. Chakrin added that this did pass, and it is now an RSA.

114 Mr. Coughlan remarked that Board Members and appointed officials (Treasurers/Deputy  
115 Treasurers), and Ways and Means Committee Members they need to be covered as well.

116 He went to page 105, and data that is managed offsite such as NWEA, data that is stored by  
117 others.

118 Mr. Chakrin replied that there is a section for data secured by vendors. There are very specific  
119 requirements about data security and privacy and liability.

120 He then asked Mr. Coughlan if that answered his question.

121 Mr. Coughlan replied, yes.

122 Ms. Taylor mentioned that she is using her private computer and she wants to be properly versed  
123 in how to protect data.

124 Mr. Chakrin, they will be addressing the concept of data in rest, data in transit and data systems  
125 related to personal responsibility. Any data in transit and data in rest, that contains any personal  
126 identifiable information will be known as PII, (Personally Identifiable Information) will need to  
127 be encrypted.

128 Ms. Taylor noted that she is using her personal computer and not sure if it meets the SAU  
129 security requirements.

130 Mr. Chakrin noted that he will address that.

131 Mr. Coughlan went to page 88, regarding Personal Responsibility.

132 Mr. Chakrin noted that they will revisit that section.

133 Ms. Facey asked the Board to send any questions to Assistant Superintendent Landwehrle and  
134 Mr. Chakrin.

135 Mr. Chakrin noted that this is considered a living document.

136 The Board thanked Mr. Chakrin and Assistant Superintendent Landwehrle.

137 XI. Working Session –Strategic Plan

138 Ms. Facey added that they will be looking to approve this document at the next meeting.

139 Superintendent Steel noted that he wanted to go through a history and then a basis on the plan.  
140 He added that he has a form for the Board to provide feedback.

141 He started the discussion by reminding the Board that they had started this process 7 to 8 years  
142 ago with 5 pillars. He then showed the Board a model and then added that they might remember  
143 seeing this pyramid.

144 He then noted that they hired Battelle for Kids and they looked at many things, both Strengths  
145 and Weaknesses.

146 This is a working draft, and he is compiling a lot of information internally and externally. He is  
147 looking to gather feedback on the content.

148 He added that they developed the Portrait of a Graduate.

149 He then reviewed the Required Outcomes, the Four Areas of Focus and 4 Key Strategies.

150 Superintendent Steel further emphasized that every student will have an individualized learning  
151 plan. He then noted the Key Components: Assessments, Identified Barriers to Learning, Personal  
152 Goal Statements (Outcome hopes & dreams), Quantifiable guideposts, Specific Goals in  
153 Multiple Domains (academic, social/emotional/physical), Interventions, Non-Academic Real-  
154 World Certification Option (pilot's license), Communication Plan and Parent engagement plan  
155 including summer options.

156 He also explained that every student deserves a challenge through Specialized Programs, and  
157 related key components.

158 He added that with a Longitudinal Advisory System, each student will get an anchoring adult. He  
159 then reviewed the key components.

160 He then explained a Leap Forward Opportunity, with every student deserving an affordable next  
161 step. This would include a key partnership with a higher-ed partner, Student Success Plans open  
162 pathways to high school credits earlier than high school, flexible schedules provide key  
163 acceleration where needed, Standards-based reporting legitimizes student pace and 50% of our  
164 students will leave with 2 years of college credit.

165 He then reviewed the Key Measures: % of students who achieve goals in their plans, voter  
166 support each March, growth targets achieved, State-wide rankings by our key constituents, and  
167 qualitative rankings by our key constituents.

168 Superintendent Steel then noted the secondary measures: graduation rates, home values,  
169 enrollment, student/parent Satisfaction (with next step options), student attendance rates and cost  
170 relative to peers.

171 He then went to the Action Plan- What has to happen to achieve our vision.

172 He then reviewed the Immediate Term: finish move to standards-based reporting + mastery  
173 transcript, finalize standards-based curriculum articulation, develop administrative staffing  
174 strategy, revise evaluation & supervision implementation, transition school start times,  
175 implement data-dashboard system (internal & external), refine, adopt, and package plan for  
176 public consumption, and build support for long-term vision.

177 He then went on to the Short-Term (Next 3 Years): Identify long-term higher-ed partner,  
178 implement anchoring-adult/advisory system, prototype and pilot student success plans, achieve  
179 voter support for long-term facilities plan, finalize implementation of existing special programs,  
180 pilot high-achieving special program, implement security improvements to each school, move to  
181 refining stage of performance assessment, and focus on instructional strategies in professional  
182 development.

183 He then concluded with the Long-Term (2022-2026): change school schedules, implement  
184 student success plans with fidelity, implement high-achievement system, graduate students with  
185 extensive college credits in-hand and refine advisory system.

186 Ms. Grudzien asked about mental health and then extra staff.

187 Superintendent Steel replied that she is right about the Mental Health piece, he added that it is  
188 assumed, but it should be explicit.

189 Ms. Grudzien explained that kids are stressed enough with worries about that for the future at a  
190 very young age.

191 Mr. Chen asked about foreseeable obstacles.

192 Mr. Steel emphasized that they need community support and piloting is crucial, starting small  
193 and gaining support.

194 Ms. Lawrence added that it is a well thought out plan and asked about kids that are transitioning  
195 out of district.

196 Superintendent Steel noted that there will be standards that still apply.

197 Mr. Glover gave his support for the plan. He then asked about Policy review.

198 Superintendent Steel noted that policy has to reflect all of those things.

199 Mr. Glover gave his support for forming partnerships.

200 Ms. Taylor noted that there is a big diversity in financial needs.

201 Ms. Grudzien commented that having a resource all 4 years could help fill that void.

202 Superintendent Steel then gave a student example of Intrinsic Motivation.

- 203 Mr. Glover noted that he would like to leave open the idea with multi-year learning  
204 environments.
- 205 Mr. Grondstra asked about the structure of the SAU buildings to support the strategic plan.
- 206 Ms. Kuzsma asked about the Multi-Year Advisors, and staff turnover, retirements, etc.
- 207 Mr. Steel replied that they need further discussions.
- 208 Mr. Manning remarked that they will keep getting how questions, because they need to articulate  
209 the “why”. He then gave his support for the plan.
- 210 Mr. Eckhoff gave his support and added that students need other education forms.
- 211 Mr. O’Keefe asked about a mentor district that they can gain insight from.
- 212 Superintendent Steel explained that they are currently working to establish these connections.
- 213 Mr. O’Keefe explained that he would like to avoid problems that they might have encountered.
- 214 Assistant Superintendent Landwehrle added that there are not many districts that have fully  
215 implemented what this is.
- 216 Mr. Coughlan remarked that they can find educators that want to do this. He then noted that they  
217 need the community support.
- 218 Ms. Grudzien added that the community has already done this with Souhegan HS. It would be  
219 exciting to gather input from some members that went through that. She then noted that people  
220 will be very attracted to this.
- 221 Mr. O’Keefe emphasized that they have to over communicate, if they don’t do that it will fail.
- 222 Mr. Chen noted that he can see the advisors knowing the students really well. He then gave his  
223 support.
- 224 Mr. Glover suggested a sub-committee and to start now.
- 225 Mr. Eckhoff asked about the individual schools.
- 226 Ms. Behm noted that she is excited and gave her support for the plan. She then added that they  
227 know the “why” and they should emphasize of focusing on the individual student and an  
228 individual path.
- 229 Ms. Taylor added that they know the “why” and Souhegan gives students a lot of flexibility.
- 230 Superintendent Steel noted that the next step is that the Board is publically supportive. He then  
231 explained that he will gather more feedback at the June and discuss more publically.
- 232 XII. Public Comment
- 233 No Public Comment
- 234 XIII. Non-Public Session

235 None

236 XIV. Meeting Adjourned

237 **Mr. Pim Grondstra motioned to adjourn the meeting at 8:36 PM. Ms. Elizabeth Kuzsma**  
238 **seconded. The vote was unanimous, motion passed.**