

SAU #39 Board Meeting

Thursday, March 21<sup>st</sup>, 2019

Meeting Minutes- Not Approved

Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent, Meg Beauchamp- Director of Student Services, and Brad Freeman- Network Administrator.

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

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

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

Minute Taker: Danae Marotta

SHS Student Videographer: Shannon Hargreaves

Public: Kelly Schmidt, Amherst NH

I. Call to Order

**Ms. Amy Facey called the meeting to order at 6:10PM.**

II. Non Public Session

**Mr. Steve Coughlan motioned to enter into Non-Public Session RSA 91 A:3 (b) and (c) at 6:11 PM. Motion was seconded by Mr. Pim Grondstra. The vote was unanimous Motion passed.**

**Ms. Facey called a Roll Call: Kuzsma- Yes, Behm- Yes, Glover- Yes, Grudzien- Yes, Gauthier- Yes, Lawrence- Yes, O'Keefe- Yes, Roberge- Yes, Manning- Yes, Grondstra-Yes, Coughlan-Yes, Facey- Yes, Chen- Yes and Taylor-Yes.**

**III. Regular Session**

**The Board resumed Regular Session at 6:33PM.**

**Superintendent Mr. Adam Steel placed in to nomination Ms. Michele Croteau as SAU #39 Business Administrator from July 1<sup>st</sup> 2019, with a three-year contract, through June 30th 2022 with a salary of \$115,000. Motioned by Mr. Steven O'Keefe and seconded by Mr. Steve Coughlan. Motion passed (13-0-1) Ms. Laura Taylor abstained.**

Ms. Facey mentioned that they are not going to do the Organizational Meeting tonight as there is an RSA that states that they need to wait until April 1<sup>st</sup>. She then asked for introductions as there are new members on the Board.

IV. Boards' Updates

34 Souhegan Cooperative School Board

35 Chair, of the SCSB, Mr. Jim Manning remarked that the SCSD Budget passed. He then added  
36 that he asked Superintendent Steel to start the open the conversation on the FY 21 Budget and  
37 look at a 5% reduction, which is \$905,000. It is to start the conversation.

38 Ms. Roberge asked if that was a Board request or a Chair request.

39 Mr. Manning replied, Chair request.

40 The Board thanked Mr. Manning.

41 Amherst School Board

42 Chair, Ms. Elizabeth Kuzsma, discussed that they had their Organizational Meeting. Their  
43 Budget and Warrant Articles all failed with the exception of the Special Education funding. The  
44 Board has a big year ahead.

45 The Board thanked Ms. Kuzsma.

46 Mont Vernon School Board

47 Vice Chair, Ms. Sarah Lawrence, discussed that their Budget passed and there is a good overall  
48 feeling in Mont Vernon. They did not have their Organizational Meeting yet and are looking for  
49 an additional Board member, which is posted on the SAU 39 website.

50 The Board thanked Ms. Lawrence.

51 Ms. Facey added that she is on the Board for the NHSBA (New Hampshire School Board  
52 Association) and will set it up through Superintendent Steel's Office to get them some Board  
53 Member Training.

54 V. Public Input

55 No Public Comment

56 VI. Superintendent's Report

57 Strategic Planning

58 Superintendent Steel added that they will be meeting next week, March 27<sup>th</sup> at AMS. They will  
59 be reviewing the Current State Analysis and Portrait of a Graduate (that's been refined). It will  
60 be an important meeting.

61 Data Dashboard Project

62 They have a consultant working with them to help them build a Data Dashboard. The community  
63 will be able to see enrollment trends, State wide tests, NWEA results, attendance data, etc.  
64 Assistant Superintendent, Ms. Christine Landwehrle, has taken the lead on this project and they  
65 will have a few prototypes for the Board soon. A tremendous amount of data has already been  
66 collected. For the long term, they see using this for individual learning plans.

67 Ms. Facey asked for the definition of OKR.

68 Superintendent Steel replied Objectives and Key Results, for making sure that they are moving  
69 in the right direction. He then referenced the book, “*Measure What Matters*”, by John Doerr. He  
70 encouraged the Board to read the book to get a better understanding and will be happy to provide  
71 them with a copy.

#### 72 Enrollment Projections

73 He then discussed that Amherst Community Member, Mr. Steve Frades, has been working on  
74 developing enrollment projections for all three districts. He has met with him several times and  
75 has done really great work. He then reviewed his data noting that it is based on a lot of different  
76 information.

77 Mr. Gauthier asked if he can use his formula to back test.

78 Mr. Chen added replied, it is how he came up with this data.

79 Ms. Roberge remarked that they cannot have just 8 enrollments at the MVVS with over 24  
80 homes in construction.

81 Superintendent Steel then asked if it would be helpful to have Mr. Frades come to a Board  
82 meeting.

83 The Board replied, yes.

#### 84 SAU Consolidation Sub-Committee

85 He added that they will be meeting twice monthly from now through October. Ms. Sarah  
86 Lawrence was elected Chair. The Committee wanted to have legal counsel along the way. He  
87 has contacted Law Firm, Wadeleigh, Starr and Peters, Manchester, NH, and specifically, Mr.  
88 Dean Eggert. Their goal is to make recommendations to the SAU Board October the latest, to  
89 make it to the March 2020 ballot.

90 To be clear, there are 6 things that will need to happen or else the consolidation process will stop.  
91 That is the 3 Boards, Amherst, Mont Vernon and Souhegan, approving to place a warrant on the  
92 ballot and then those three warrants passing by the voters.

93 They are public meetings with minutes and agendas posted on their website.

94 Mr. Gauthier asked if everything passes, when will it be effective.

95 Mr. Steel replied, most likely July 1<sup>st</sup> of 2021, with enough time for a full budget cycle.

96 Ms. Kuzsma asked if they are planning on going to the State first.

97 Mr. Steel replied that consolidating requires DOE approval and that step will be a part of the sub  
98 committee’s discussions.

99 Mr. Glover remarked that he would like to reconfirm the members, scope and purpose. They  
100 have new members and he would like to know what they think on the whole consolidation  
101 question.

102 Ms. Roberge added that although she is leaving the Board, does not believe that MV will change  
103 their minds on keeping the MVVS as their elementary school.

104 Mr. Steel clarified that a couple of months ago the SAU Board officially commissioned this sub-  
105 committee to look at consolidation and to discuss and work out all of the details.

106 Mr. Glover added that it doesn't have to happen right here or right now but would like to know  
107 what the new board members think.

108 Ms. Facey added that she is thinking that the new board members need a little background  
109 information.

110 Mr. Steel then gave the new members an overview.

111 Mr. Gauthier asked what are the cost savings for consolidating.

112 Superintendent Steel added that it is not really about cost savings, there may be some efficiencies  
113 and a possibility to share services. It is about the educational flexibility and benefit for the  
114 students.

115 Ms. Grudzien asked if "consolidation" is the right word, because you will still have three  
116 districts under the SAU. It is a little deceiving.

117 Ms. Taylor asked if they cannot share services without consolidating.

118 Mr. Steel gave an example for Ms. Taylor.

#### 119 School Start Times

120 He then explained that this is an internal committee of the Superintendent with SHS Athletic  
121 Director, Mr. Dan Wyborne as the Chair. The Committee will meet between now and October  
122 with final plan presented in time for budgeting process.

#### 123 School Board Meeting Calendar

124 He showed the Board a calendar with the next 16 months planned out.

125 Ms. Kuzsma asked why are they not meeting in April.

126 Ms. Facey suggested a meeting in early May.

127 The Board thanked Superintendent Steel for all the updates.

#### 128 VII. Consent Agenda

129 **Mr. Stephen O'Keefe motioned to accept the Consent Agenda items 1. Draft Minutes of**  
130 **January 24, 2019, 2. Approve FY 19 Q3 Consolidated Board Report, 4. Approve SAU**  
131 **Budget Transfer#1 and 5. Approve SAU Budget Transfer #2. Mr. Pim Grondstra seconded**  
132 **the motion. The vote was unanimous, motion passed.**

#### 133 VIII. Superintendent Evaluation

134 Ms. Facey discussed that they are looking to redo their Superintendent Evaluation Tool. They  
135 used it for the first time with Superintendent Steel and had some challenges. Instead of assigning  
136 a separate subcommittee, she mentioned it to the Policy Committee and through the NHSBA  
137 meeting, she found that the school board of the year had a great rubric that was user friendly. She  
138 then asked the Board if they had any objections with having the Policy Committee handle it.

139 There were no Board objections from the Board.

140 The Board thanked Ms. Facey.

#### 141 IX. Data and Security Update

142 Assistant Superintendent, Ms. Christine Landwehrle discussed that a new law was passed around  
143 privacy and data security. They did receive a preliminary report from the ATOM Group,  
144 (Portsmouth NH) to find gaps and issues that they need to resolve. They are looking on how they  
145 might be able to develop different procedures to address those identified gaps.

146 The ATOM Group was onsite yesterday doing a Vulnerability Assessment and that will be the  
147 next part of the report that they receive from them.

148 Next, Director of Technology, Mr. Bruce Chakrin and Network Administrator, Mr. Greg  
149 Rodriguez are working on a Data Governance Plan.

150 Lastly, they have to do an inventory of all of their student software programs. They are  
151 subscribing to Education Frameworks and teachers have been working on getting a list together  
152 of the educational programs that they are using. There are a lot of free programs out there that  
153 teachers use and they needed to make sure that they got information from everyone across the  
154 SAU.

155 Ms. Behm asked about new program/software approval for teachers.

156 Ms. Landwehrle replied that they are not sure at this time, but they want to make sure that it is  
157 not interfering with what teachers need to do. They are thinking of making it like a traffic light,  
158 Green for good, and so on.

159 Ms. Taylor asked what is the end goal.

160 Ms. Landwehrle replied security and keeping data intact.

161 Mr. O'Keefe asked about the potential cost of all of these changes.

162 Mr. Steel mentioned they did have savings with not having a BA for 9 months.

163 Ms. Landwehrle replied that she will bring more information about costs at the next meeting.

164 Mr. Glover asked what if a teacher brings up a good resource that is not on highly rated on  
165 Education Frameworks.

166 Ms. Landwehrle replied that there might be other software that is similar that has greater  
167 security.

168 Ms. Taylor asked if this will monitor the commercials that are being shown to the students.

169 Ms. Landwehrle replied that this is not filtering software.

170 Ms. Taylor added that some of the programs that the students are required to use show them  
171 commercials before they can use them.

172 Mr. Chen asked about the data policies.

173 Ms. Landwehrle replied that she is not going to share some of the audit details in public.

174 The Board thanked Ms. Landwehrle adding that it is a big job.

175 X. Public Input

176 Ms. Kelly Schmidt, Amherst NH, applauded the work on data security noting that it is an  
177 emerging field and hard to find employees in that field.

178 Ms. Facey thanked Ms. Schmidt for her comments.

179 Ms. Lawrence added that with Technology Teacher, Mr. John Ranta, it is part of the curriculum.

180 Ms. Schmidt asked if they are doing a phishing campaign along with the penetration tests.

181 Ms. Landwehrle added that they have been working on it and will never ask for their password or  
182 other sensitive information.

183 Ms. Kuzsma asked if she can send out that information for the Board.

184 Ms. Landwehrle replied, yes.

185 The Board thanked Ms. Landwehrle.

186 XI. Non-Public Session

187 **Mr. John Glover motioned to enter into Non-Public Session RSA 91 A:3 (c) at 7:35 PM.**

188 **Motion was seconded by Mr. Pim Grondstra. The vote was unanimous Motion passed.**

189 **Ms. Facey called a Roll Call: Kuzsma- Yes, Behm- Yes, Glover- Yes, Grudzien- Yes,**  
190 **Gauthier- Yes, Lawrence- Yes, O'Keefe- Yes, Roberge- Yes, Manning- Yes, Grondstra-Yes,**  
191 **Coughlan-Yes, Facey- Yes, Chen- Yes and Taylor-Yes.**

192 XII. Meeting Adjourned