

SAU #39 Board Meeting

Thursday, January 24<sup>th</sup>, 2019

Meeting Minutes- Approved 03 21 19

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

Amherst School Board: Galen Tremblay- Chair, Elizabeth Kuzsma- Vice Chair, John Glover- Secretary, Terri Behm and Robert Hinz

Souhegan Cooperative School Board: Howard Brown, Amy Facey, Steve Coughlan, David Chen and Pim Grondstra

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

Minute Taker: Danae Marotta

Public: None in Attendance

I. Call to Order

**Chair Ms. Amy Facey called the meeting to order at 6:05PM**

II. Public Input

No Public Comment

III. Board Updates

She then asked the Board Chairs for updates.

Mr. Thomas Driscoll, Chair of the MVVSB, remarked that they had a meeting before their Public Hearing and made a couple of changes to the budget. They are \$219 below last year's budget.

The Board thanked Mr. Driscoll.

Ms. Galen Tremblay, Chair of the ASB noted that they got a lot of public feedback from the Public Hearing and they are working on getting their notes in order for the Deliberative Session.

Mr. Driscoll asked about attendance.

Ms. Kuzsma replied that it was about the amount that they see at their Deliberative Session.

The Board thanked Ms. Tremblay.

Superintendent Mr. Adam Steel, remarked that the SCSD Public Hearing went well with a non-controversial budget and added that he does not foresee any issues for their Deliberative Hearing.

The Board thanked Superintendent Steel.

IV. Superintendent's Report

Strategic Planning

Superintendent Steel discussed that the most important thing is Strategic Planning. As the Board knows they hired Battelle for Kids and they are starting with them next week with a Public Forum on January 30<sup>th</sup> from 6:30-8:30PM. From then, there will be meetings once a month, roughly until May, with a Design Team. The first meeting with the Design Team, is February 11<sup>th</sup> at 6:30-8:30PM at the Clark School.

The best way to join in and find out about the meetings is to text 888777 with the phrase "39strategy" (no spaces) and they will keep you updated about that night. That will be their most important work for the next 6 months and the hope is to back to the SAU Board in early June with a plan.

He then encouraged the Board to participate emphasizing that it is vital. The more people they know and get to participate the better the final result will be.

Ms. Roberge asked if the Design Team meeting for the Public as well.

Mr. Steel replied, yes it is.

Ms. Roberge asked that he keep the MV Selectman's meetings in mind for the future.

Superintendent Steel replied that he did not have their schedule but can certainly try to do that.

Ms. Facey suggested that the full SAU Board have a conversation before the June timeline. She remarked that sometimes they all need to hear from each other.

Mr. Steel agreed and added that he can set that up.

Consolidation

He then noted that there have been several iterations over the past 5 years. The most likely outcome includes the transfer of AMS from the ASD to the SCSD, in some form.

It does require DOE approval, and they would try to get that before they go to get voter approval. Voter approval would be necessary from the SCSD, ASD and MVSD (change of 6<sup>th</sup> graders). Additionally, there are logistical, operational and labor hurdles that need investigating.

It is his understanding, that several members of this Board have in mind to put something on the ballot for March 2020. If that is going to happen, there needs to be a committee to review and study the issues between now and November of this year, with a goal of placing an initial warrant article on the March 2020 ballots.

He then asked the Board if they are ready to move forward with this process.

Ms. Behm remarked that they know that they have a warrant article with the JFC recommendation this year and they hope to have another WA for facilities at AMS. If on that same ballot they are asking to move the ASD to the SCSD, she would be confused as a voter. She concluded by asking what is the larger priority.

67 Mr. Steel replied that Strategic Planning, Facilities and Consolidation, should synchronize. He  
 68 further explained that they the need to do further investigation. If there is a chance that they want  
 69 something on the ballot for 2020, they need to look at those issues now.

70 He then noted that the first question has to be answered.

71 Ms. Facey asked if there was a straw poll in moving forward with forming a committee.

72 The Board was all in favor, straw poll, of moving forward.

73 Ms. Facey then asked if there were any volunteers at this time, with one to two from each Board.

74 The following members volunteered: Mr. O’Keefe-MVVSB, Mr. Glover-ASB, Mr. Hinz-ASB,  
 75 Mr. Coughlan-SCSB and Ms. Lawrence (as a second for MVVSB).

76 **Mr. Stephen O’Keefe motioned to establish a subcommittee of the SAU #39 School Board**  
 77 **to investigate Consolidation and report back to the SAU #39 Board no later than October**  
 78 **2019. Ms. Galen Tremblay seconded the motion. The vote was unanimous, motion passed.**

#### 79 School Start Times Update

80 Superintendent Steel noted that they had targeted the date of Fall 2020. He then noted that he  
 81 would like to form an internal committee to review all logistical concerns and make a final  
 82 recommendation to the SAU Board in Oct/Nov of 2019. He would like to take the position,  
 83 publicly, that they committed to flipping the schedules in 2020.

84 Ms. Facey asked the Board for questions/comments.

85 Mr. Glover asked what did he mean by “flipping the schedules”, is that literally what it means or  
 86 is there a later time in general.

87 Mr. Steel clarified that none of the schools would start before 8:00AM, no bus stops happen  
 88 before 7:00AM (in any circumstance), and the best way to do that is for the elementary to start  
 89 after that and the middle and HS to start after. There are significant other questions and it is his  
 90 belief that it will all work out. It is his recommendation that they do it the right way and make it  
 91 right for kids. He does not think they can do it this fall and it would give parents plenty of time to  
 92 plan.

93 Mr. O’Keefe asked about the 3 MV busses and HS.

94 Mr. Steel further discussed that everything does not have to shift in unison.

95 Mr. Brown added that all three of those MV busses pick up Amherst students on the way down  
 96 the hill.

97 Ms. Facey asked for a straw poll in looking at flipping the school day schedules.

98 The Board was unanimous in the straw poll.

99 Mr. Steel added that he wants to say publically that they are going down the pathway to  
 100 committing to later start time.

101 **Ms. Terri Behm motioned that the SAU #39 Board would review all logistical concerns**  
 102 **regarding School Start Times and make a final recommendation to the SAU Board in**  
 103 **November of 2019. Mr. John Glover seconded the motion.**

104 Mr. Chen asked about the boundary conditions, he then suggested making a deadline.

105 Mr. Steel replied, November 1<sup>st</sup> 2019.

106 Ms. Roberge added that there can be contractual issues that can change that deadline.

107 Mr. Steel remarked that they would work with the unions in moving forward.

108 Mr. O'Keefe suggested that there should be two public forums, with one in the Town of MV and  
 109 the other in Amherst, and have finite answers about bus stop times. He noted that it was  
 110 important.

111 Mr. Chen added that he would like to get some dates in line, so that it is set up with an end date  
 112 in mind.

113 Mr. Steel suggested November 30<sup>th</sup> 2019.

114 Ms. Facey remarked that she appreciates a deadline but they still need to work it out with the  
 115 respective unions.

116 Ms. Roberge replied that their contract does not have a start time.

117 Ms. Facey asked Mr. Steel if he could create a timeline for the Board.

118 Mr. Steel replied, yes, he can do that.

119 Mr. Glover asked if it was possible that the time can shift.

120 Mr. Steel replied yes.

121 **Ms. Behm amended her motion to have two new public forums, one in Amherst and one in**  
 122 **Mont Vernon, with the goal of November 30<sup>th</sup> 2019 as an end date. Mr. John Glover**  
 123 **seconded the motion. The vote was unanimous, motion passed.**

124 19/20 School Calendar

125 Mr. Steel then explained a few changes with the 2019-2020 School Calendar.

- 126 • 09/03/19-First Day of School
- 127 • 10/25/19- Friday, Conference Day SAU Wide
- 128 • 11/01/19- PD Day
- 129 • Holiday Break
- 130 • 01/21/19-Tuesday, Primary Day, subject to change
- 131 • 06/05/20- SHS Graduation
- 132 • 06/11/20- Last Day

133 He then asked for Board feedback.

134 Ms. Kuzsma asked about Conference day and why do they hold it that early.  
135 Assistant Superintendent, Ms. Christine Landwehrle explained that they have been looking at  
136 finding a happy medium.  
137 Mr. Driscoll then asked aren't they looking at using Empower.  
138 Ms. Landwehrle replied that in the first year, parents will need some adjustment time.  
139 Mr. Brown asked if they checked on the numbers that attend a conference.  
140 Mr. Steel replied that a significant number do take advantage.  
141 Ms. Roberge added that she is not sure that MV needs another day.  
142 Mr. Steel replied that it is possible that MV doesn't have to do it that way.  
143 Ms. Roberge asked if this is a contractual obligation.  
144 Mr. Grondstra asked about changing the PD Day.  
145 Ms. Landwehrle added that it is a day in August day, after the welcome back but before student  
146 start day.  
147 Mr. Brown asked, since the transition from 180-day calendar to an hours based calendar. He then  
148 asked how many hours are required now.  
149 Mr. Steel replied, the hours differ for elementary and high school. He then clarified that the way  
150 the DOE calculates it.  
151 Mr. Chen mentioned at the JFC (Joint Facilities Committee) meetings they had discussed that the  
152 temps were very high in the buildings. He then suggested that they move the time schedule up.  
153 He emphasized that students cannot learn at 95 degrees.  
154 Mr. Steel agreed with Mr. Chen and added that having a consistent schedule throughout the year  
155 is probably what parents prefer.  
156 Ms. Kuzsma asked what will happen to the SHS Graduation if they have 6 or 7 snow days.  
157 Mr. Steel replied that, it is possible, under the current rules, that the date would have to move.  
158 He then added that there are rules that in are in place for this spring that might change this.  
159 Ms. Tremblay asked if there is thought on changing the PD Day.  
160 Ms. Landwehrle explained that they have looked at other dates, possibly Columbus Day.  
161 Mr. Glover cautioned around chasing around Primary Days.  
162 Mr. Brown added that in years past they had many snow days and they asked the State to release  
163 them from that obligation.

164 Mr. Steel replied that the State has been hesitant to do that, and instead replace them with 10  
165 days. His feeling is that they should do their best to try to recover that time. He emphasized that  
166 they need that instructional time.

167 Ms. Behm added that she has attended the PD days and they are really amazing. It gives them  
168 that emotional boost that is important. Second, the deep work that they need to be implementing  
169 is extremely helpful.

170 MS 26

171 Superintendent Steel noted that there are three things that he has for the Board to sign, Warrant,  
172 MS26's and Default.

173 He then discussed that they are targeting to raise the sub pay to \$100 for next year.

174 Discussion ensued.

175 Ms. Facey asked if there was still a Substitute Training Program, she added that the website was  
176 outdated.

177 Ms. Landwehrle replied that she will make sure that is updated. They recently had an  
178 information session that went well and will hold a substitute training on Friday Feb 15<sup>th</sup> 2019.

179 Finally, there is an SAU computer inventory that was requested by Mr. Driscoll.

180 Mr. Brown asked how many subs are needed, adding that he would like to see that for the  
181 Souhegan CSB.

182 The Board thanked Superintendent Steel.

183 V. Consent Agenda

184 **Mr. John Glover motioned to accept the Consent Agenda items 1. Minutes of December**  
185 **20<sup>th</sup> 2018, 2. FY 19 Consolidated Board Report, 3. Treasurer's 2018 December 2018**  
186 **Report, 4. SAU Budget Transfer and 5. Accept Unanticipated Revenue. Mr. Steve**  
187 **Coughlan seconded the Motion. The vote was unanimous motion passed.**

188 Mr. Glover then thanked the generous donors for the Unanticipated Revenue.

189 VI. Vision of a Graduate

190 Ms. Facey explained that this came up when the sub group had met with Battelle for Kids.  
191 Assistant Superintendent, Ms. Christine Landwehrle will be reviewing this and then at the end  
192 they would like to accept it formally as a Board.

193 Ms. Landwehrle discussed that the Board might remember a SAU meeting, with a brainstorming  
194 session a year and a half ago. This feedback is taken from that meeting, feedback from the  
195 Assessment Grading and Reporting Committee, as well as all of the staff. When they started their  
196 grading and reporting work they felt that they needed a vision in what they wanted as a graduate.  
197 They went back to this vision a number of times.

198 When they met with the strategic planner, they had asked if it was formally adopted, and  
 199 unfortunately it wasn't. They did a significant amount of work synthesizing it into a vision  
 200 statement.

201 She would be happy to answer any questions.

202 Mr. Glover added that he can see the all of the work that has gone into this document. He then  
 203 asked if this was the output of the internal work that they did.

204 Ms. Facey replied, yes.

205 Mr. Glover gave his support for the document, and suggested that the refinement be a part of the  
 206 strategic planning process.

207 Ms. Landwehrle replied that if the board is comfortable, they will take this and make an info  
 208 graphic which is a Profile of a Graduate.

209 Mr. Glover asked why do they have to adopt this formally. He then suggested that it be honed  
 210 even further.

211 Ms. Behm gave her support for the document and suggested they not condense it further.

212 **Mr. O'Keefe motioned to adopt the Vision of the Graduate Document. Mr. Howard Brown**  
 213 **seconded the motion. The vote was unanimous, motion passed.**

214 Mr. Glover asked if this was to give Battelle for Kids some framework.

215 Superintendent Steel replied, yes.

216 Mr. Driscoll gave his support and added that it should not be set in stone.

217 VII. Data and Security Update

218 Ms. Landwehrle added that at the last board meeting they had discussed HB 1612 regarding Data  
 219 and Security requirements and wanted to give their monthly update. She has been working with  
 220 Director of Technology, Mr. Bruce Chakrin and he has taken the lead on this work. They will be  
 221 bringing a data and security plan to you as there is a tight timeline.

222 She further explained that they are using subscription for a service that rates software and  
 223 applications called Education Frameworks. They just got it this week and they are sending out a  
 224 survey to teachers asking them what websites they are using. They have a standard list on what  
 225 they purchased, but want to survey the teachers to just to double check.

226 Network Administrator, Mr. Greg Rodriguez and Mr. Chakrin are developing a data and security  
 227 plan about the network and hardware. They will then move to the software.

228 There is also a sample policy from the NHSBA about Data Governance that they are reviewing.  
 229 That will be going to the Policy Committee next week and then coming to this this Board.

230 Mr. Chakrin will be meeting with HR reviewing their onboard and off boarding processes. This  
 231 is not just for students and teachers but the entire organization.

232 Additionally, they are doing some physical audits in the schools making sure that their servers  
233 are not physically accessible to anyone.

234 It is a big undertaking but they feel like they are in good shape.

235 Ms. Behm commented that she knows that this HB is open to interpretation.

236 Ms. Landwehrle replied that this is about Data Security and Privacy and Student information  
237 staying private. That was the intent. They don't want to limit how a teacher can teach.

238 Ms. Behm thanked her for the clarification and applauded them on their work.

239 The Board thanked Ms. Landwehrle.

240 Ms. Facey remarked that their next meeting is scheduled for March 28<sup>th</sup> 2019.

241 VIII. Public Input

242 No Public Comment

243 IX. Non Public Session

244 **Mr. Pim Grondstra motioned to enter into Non-Public Session RSA 91- A:3 II (a) at 7:**  
245 **22PM. Ms. Elizabeth Kuzsma seconded the motion. The vote was unanimous, motion**  
246 **passed.**

247 **Ms. Facey called a Roll Call: Facey-Yes, Grondstra- Yes, Coughlan-Yes, Brown-Yes, Chen-**  
248 **Yes, Kuzsma-Yes, Driscoll-Yes, Lawrence-Yes, O'Keefe-Yes, Tremblay-Yes, Glover-Yes,**  
249 **Behm-Yes, Hinz-Yes**

250 **Motion to Leave Non Public Session by Howard Brown was seconded by Pim Grondstra at**  
251 **8:23PM Motion Passed**

252 X. Public Session Reconvened

253 Public Session Reconvened at 8:23PM

254 XI. Meeting Adjourned

255 Chair, Amy Facey adjourned the meeting at 8:23PM

256