

SAU #39 Board Meeting

Thursday, September 19<sup>th</sup> 2019

Meeting Minutes- Approved 10 22 19

Attendees:

Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent, Michele Croteau- SAU #39 Business Administrator, and Kelly Driscoll- Dean of Students SHS.

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

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

Mont Vernon School Board: Peter Eckhoff- Vice-Chair, Stephen O'Keefe and Tom Driscoll

Board Minutes: Danae Marotta

SHS Student Videographer: Shannon Hargreaves

Public: Shannon Gascoyne, Amherst NH, Community Members

I. Call to Order

**Chair of the SAU #39 Board, Ms. Amy Facey called the meeting to order at 6:07 PM.**

II. Public Input I of II

None

III. Superintendent's Report

SAU #39 Organizational Chart/Personnel Changes

Superintendent, Mr. Adam Steel, discussed that a while ago there was a request for an Org Chart. He then reviewed some changes. Ms. Natasha Kolehmainen is the new Curriculum Administrator and started July 1, with Human Resources they have consolidated and reduced a staff member. Mr. Porter Dodge is in one day a week and that is for Life Safety. They are in the process of hiring a new Technology Director position as he is retiring. They have a half-time Special Programs Administrator and the net result of all these changes is that and they are under their personnel budget. Last year, he thought that he needed 2 more additional positions but they do not.

He then asked for Board questions.

Budget Presentations

He then noted that one of their board members had requested that they present the budgets SAU wide.

34 When accounting for the capital projects in Amherst, SAU-wide, total expenditures has increased  
35 1.9% since 2012.

36 Mr. Glover asked about total expenditures.

37 Mr. Steel replied, that he took the actual dollars spent by each of the three school districts, which  
38 also includes the Unassigned Fund Balance.

39 Ms. Taylor asked if the SAU Budget was in there.

40 Mr. Steel replied, that it is all three because it was allocated across the three.

41 Mr. Chen then asked about the DOE25.

42 Mr. Steel replied that it is comprehensive.

#### 43 OEDC PISA Results

44 He then explained that what the OEDC PISA assessment is. He added that their Reading score is  
45 535, Math is 544, and Science is 562. These are exceptionally strong results. If their school  
46 system were a country, they would be ranked #1 in the world in both reading and science and #3  
47 in math.

48 They will be giving a presentation in greater detail at a later date

49 Mr. Steel then asked for questions.

50 Ms. Kuzsma asked about the sampling of students that took the test.

51 Assistant Superintendent Landwehrle then explained that they paid to take the OECD PISA and  
52 it is a little bit different as they opted into. It was a random sampling of age 15 students last  
53 January. It is more performance based questions and deep thinking.

54 Mr. Driscoll asked when is the test administered.

55 Ms. Landwehrle replied that they chose to assess in January, with freshman and sophomores.

56 Mr. Steel emphasized that they are extremely proud. He then added that they are getting better  
57 and better with their SAT scores.

#### 58 Superintendent's Report Card/ Data Dashboard

59 Mr. Steel remarked that you have heard about him speaking about a Superintendent's Report  
60 Card and the Data Dashboard. Ms. Galen Tremblay is the new Data Coordinator and this  
61 summer she has been working on developing the system for them.

62 He noted that this is a draft and he is looking for feedback.

63 He then explained the Clark-Wilkins Elementary School- 2018-2019 School Year, Key  
64 Performance Indicator. This looked at the following:

- 65 • Student Attendance, percent of students with more than 5 absences
- 66 • Percentage Achieving NWEA Growth Targets (Math/ Reading)

- 67 • Ranking in Testing (% proficient Math/Reading)
- 68 • Voter approval of Budget and Warrant Articles.

69 He then reviewed that MVVS, AMS have similar indicators. He noted for Souhegan there is an  
70 added line for Graduation Rate.

71 Mr. Steel added that they start to show the community how they think they are doing. This is  
72 meant to be succinct and capture the most important things.

73 He then asked for questions and comments.

74 Mr. Chen asked about the Graduation Rate.

75 Mr. Steel replied that they are following the 4-year graduation rate, which is the most stringent  
76 measure.

77 Mr. Driscoll asked if they can look at teacher time in the classroom and it is the two together.

78 Mr. Steel added that it is measuring contact time. He then asked for other thoughts.

79 Ms. Taylor asked about the Graduation Rates.

80 Mr. Coughlan noted that he always has a hard time with the federal definition of a graduation  
81 rate as they say every child learns at their own rate but then they have to cross the finish line on  
82 the same day.

83 Mr. Driscoll asked about the students that have IEP's and are older.

84 Mr. Steel replied that he is thinking that they get removed.

85 Mr. Driscoll added that he is thinking that people will get confused with the scoring and ranking.

86 Ms. Facey added that she would like to know the cut points.

87 Ms. Kuzsma remarked that the numbers in the center need more explanation.

88 Mr. Chen suggested normalizing it to one scale otherwise it is confusing.

89 Ms. Behm added that you need a rubric.

90 Mr. Glover mentioned that it needs notes, cut points and goals.

91 Mr. Steel thanked the Board for their great feedback.

92 Mr. Glover remarked that he would not be afraid to add rows, if they are meaningful metrics.

93 Mr. Steel added that they are working on making this the top level data dashboard.

94 Mr. Glover noted that this looks really good.

95 Mr. Eckhoff asked what is the State graduation rate

96 Ms. Landwehrle replied either high 80's or low 90's.

97 Mr. Grondstra noted that they need a point of comparison.

98 Ms. Facey remarked that they are off to a great start and she is very appreciative.

99 Mr. Steel noted that Ms. Tremblay deserves the credit for this work and thanked the Board for  
100 their patience.

#### 101 Superintendent's Contract Renewal

102 Mr. Steel reminded the Board that his contract renews on Nov 1<sup>st</sup> 2019 and they will be  
103 evaluating him at the next meeting Oct. 28<sup>th</sup> 2019.

104 Ms. Facey asked Mr. Glover if they had talked about that at the last Policy Committee meeting.

105 Mr. Glover replied, no.

106 The Board thanked Superintendent Steel.

#### 107 IV. Individual Board Reports

108 Ms. Facey noted that they are starting a new process for agenda setting. They are able to use  
109 Trello and it was a good way for all 4 Board Chairs to share information. They will be starting  
110 that in November.

111 Vice Chair of the MVVS, Mr. Peter Eckhoff, noted that before their last meeting they met the  
112 new teachers with all positive feedback. Principal Schuttinger is starting his 5<sup>th</sup> Anniversary at  
113 the MVVS. Additionally, Math Interventionist, Ms. Charline Brown, had presented a Year of  
114 Math with Mr. O'Keefe spearheading that initiative. They are all very excited and will know  
115 how it is going after assessments. Finally, a lot of the MV Community leaders were there on the  
116 first day of school and it was very successful. It was a positive start to the year.

117 Chair of the ASB, Ms. Elizabeth Kuzsma, noted that they spent a lot of time reviewing  
118 assessments and Principal Parill is doing great. They are starting a lot earlier with their budget  
119 process this year and are getting their budget in two weeks. They also have a full Ways and  
120 Means Committee and they are ready to go. It is very exciting for them.

121 Mr. Driscoll asked about how they get community members for their Ways and Means  
122 Committee.

123 Mr. Glover remarked that it is the Moderator's responsibility.

124 Ms. Kuzsma replied that they have had years past where they do not have a full committee.

125 Vice Chair of the SCSB, Mr. Pim Grondstra, noted that they had their first meeting of the school  
126 year with new SHS Principal, Mr. Bill Hagen. They also had a discussion about transcripts and  
127 how those are moving forward. They will be receiving their first draft of the Budget for their  
128 October 15<sup>th</sup> meeting.

129 The Board thanked Mr. Eckhoff, Ms. Kuzsma and Mr. Grondstra.

#### 130 V. Consent Agenda

131 Mr. Coughlan pulled the 1. March 21<sup>st</sup> 2019 Minutes from the Consent Agenda as they were  
132 approved at the April 16<sup>th</sup> 2019 meeting.

133 Ms. Kuzsma noted the change in line #37.

134 *“Also, at the meeting just before this they realized that they will be returning almost \$78,000*  
 135 *back to the taxpayers.”*

136 *Changed to:*

137 *Also, at the meeting just before this they realized that they will be returning almost \$780,000*  
 138 *back to the taxpayers.”*

139 **Mr. Grondstra motioned to accept the Consent Agenda items 2. Draft Minutes Jun 27<sup>th</sup>**  
 140 **2019 as amended, 3. Budget Transfer 2019 007, 4. Budget Transfer 2020 001, 5. Treasurer’s**  
 141 **Report May 2019, 6. Treasurer’s Report June 2019, 7. Treasurer’s Report July 2019, 8.**  
 142 **Treasurer’s Report August 2019, and 9. Policy EEAA.**

143 VI. Policies for SAU- First Reading- SAU Board to review policies- BBAB/BDB, BBBH-R,  
 144 BDC, BDD, BEB, BEDA, BEDB, BEDG, BGA, BGC, DKC, and GBEC/ADB.

145 Assistant Superintendent, Ms. Christine Landwehrle, explained that these are policies that there  
 146 had been no SAU policies to govern the Brick School. They have been going through as part of  
 147 their policy process looking at what applies to the three districts and then what would apply to  
 148 the SAU. There is some overlap and that is intentional. She will be happy to answer any  
 149 questions that the Board may have.

150 Mr. Glover noted that these are existing policies and if there were any changes it would be  
 151 minor.

152 Mr. Grondstra noted that Souhegan has been looking at policy JICK.

153 Ms. Facey added that JICK is in the next batch of policies.

154 Ms. Facey then remarked that although Mr. Gauthier is not here he sent her a question about  
 155 policy BBBH-R. “Under meeting schedule, it says that we have to meet once April-June to elect  
 156 officers, and then once October-December to discuss budget. Is it common to meet every month  
 157 beyond these required meetings? I believe that's what we do in SAU 39 so I'm just curious  
 158 how/why that is, and what the value of this is.”

159 Mr. Steel replied that it is coming right out of the statutes there are statutory requirements for the  
 160 SAU #39. This board meets more regularly and it is a benefit.

161 Ms. Facey asked the Board if they were ok with leaving the Policy as is.

162 The Board agreed.

163 Ms. Facey then read another question from Mr. Gauthier regarding Policy BEDB “I think as  
 164 boards (ASD, SCSB, MV) we need to receive ALL materials in advance. It would be helpful  
 165 here if we had the superintendent's report as part of that. Sometimes we get this, others we don't  
 166 and Adam just presents the info day-of. I'm not sure he has a 'print out' of the report each month  
 167 but it would be helpful to at least have bullet points.”

168 Mr. Glover read from Policy BEDB.

169 Ms. Facey asked for comments.

170 Mr. Coughlan noted that he would rather it be timely than get something that would be  
171 somewhat stale.

172 Mr. Steel replied that the intent is for it to be up to the minute. The Principals Reports are added  
173 to the Trello two weeks prior to the agenda packet being sent out.

174 Mr. Glover remarked that you do see revisions in the packet, it is dynamic.

175 Ms. Taylor asked if they have a question about something on the Trello Board do they have to  
176 wait for the meeting to ask questions.

177 Superintendent Steel emphasized that he welcomes any questions from the Board Members  
178 ahead of the meeting. It can possibly be a more efficient board meeting to answer them ahead of  
179 time.

180 Ms. Facey noted that they will move these to the SAU Board for next month.

181 VII. Policies for SAU- SAU Board to review and move to individual Boards- BBAB/BDB,  
182 BDC, BDD, BEDA, BEDB, BEDG, BGA, BGC, DKC, GBEC/ADB, JI, JICD, JICDD,  
183 JICH, JICK, and JIHB.

184 Ms. Landwehrle explained that these are updated and revised policies for the SAU Board review.  
185 If there is a concern she would rather pull it now and bring it back to the policy committee. They  
186 can have a discussion, if not she would take a motion to move to the individual boards and then  
187 go for a first reading and then November for approval.

188 Mr. Glover reviewed the Policy Committee process.

189 Mr. Grondstra asked about Policy JICK is this going to all three school districts. Currently, there  
190 is a JICK, is the intent to replace that with this.

191 Ms. Landwehrle replied, yes.

192 Ms. Taylor remarked that Policy JICK is outdated with “pagers”.

193 Mr. Coughlan added that pagers still exist.

194 Ms. Facey asked for any questions and it is more ideal to have them vetted here for a full  
195 discussion.

196 Ms. Taylor commented that in regards to JICK they should add “applications”.

197 Mr. Eckhoff noted that they should add “cameras” as well.

198 Ms. Taylor asked about Policy JIHB- Automobile search. Are students are giving up their rights,  
199 it seems kind of intrusive.

200 Mr. Glover read from the policy.

201 Mr. Driscoll asked who gets to decide that.

202 Mr. Steel replied that it is the administration of the school, this is the search policy for vehicles.

203 Mr. Driscoll asked for more clarification.

204 Mr. Steel clarified that the legal entity is the School District. The District's authority is given to  
205 the Superintendent and then distributed. It may not be the Superintendent or Principal that does  
206 the search.

207 Ms. Taylor noted that the last sentence is really broad.

208 Superintendent Steel replied, it is an assent. If you chose to park in school parking lots, then you  
209 are agreeing to these policies.

210 Mr. Chen asked about authorization.

211 Mr. Steel then gave an example, adding that it is sort of like deputizing.

212 Mr. Chen asked if it should be more clear.

213 Mr. Steel noted that they can put something in there to be more clear.

214 Mr. Driscoll asked if this is for other students and visitors.

215 Mr. Steel replied that if they are a visitor, they do not have that right. If there was a probable  
216 cause, then it would be a police department issue.

217 Mr. Driscoll then asked if the students are aware.

218 Dean of Students, Ms. Kelly Driscoll, remarked that she is looking it up.

219 Mr. Glover asked if this is only to school hours or 100%.

220 Mr. Steel replied that it is most applicable to school hours and arguable to after school functions  
221 during after school hours.

222 Mr. O'Keefe suggested that they leave it as broad as purposely stated.

223 Ms. Taylor thought the last sentence should be reworded and that it might be their parents'  
224 automobiles.

225 Mr. Driscoll suggested they modify the form.

226 Mr. O'Keefe added that the statement is in the Student Handbook on Page 32.

227 **Mr. Coughlan motioned to send BBAB/BDB, BDC, BDD, BEDA, BEDB, BGA, BGC, DKC,**  
228 **GBEC/ADB, JI, JICD, JICDD, JICH, JICK, and JIHB to the individual boards. Ms.**  
229 **Kuzsma seconded the motion. The vote is unanimous, motion passed.**

230 Mr. Steel commended and thanked the Policy Committee for their long hours and hard work.

231 VIII. Strategic Vision Update

232 Superintendent Steel began his presentation by explaining that they are preparing their students  
233 for a world of change.

234 He then reviewed the Key Strategies, adding that these will guide their actions and activities.

- 235 • Every student will have an individualized learning plan in place by August 2024.
- 236 • Half of the class of 2026 will graduate high school with two years' worth of college
- 237 credits
- 238 • By FY 22, 4 year advisory systems will be in place in each School-See Anchoring Adult
- 239 • Students at both ends of the achievement span will access specialized
- 240 interventions/programming by FY 23

241 He then reviewed what they need to get done this year.

- 242 1. Finish their move to standards-based scoring and reporting
- 243 2. Move each school to the next level with interventions-MTSS
- 244 3. Sort out their facility needs-with the exception of the MVVS, need a strategy long term.
- 245 4. Embrace technology changes more internal, get some time back- Empower, New SIS
- 246 (next year), Gmail and Slack/Trello Board.

247 SAU-Wide Objectives and Key Results- 4 that are an area of focus this year.

- 248 1. Complete transition to standards based grading and reporting
- 249 2. MTSS acceleration- (including mental health supports)
- 250 3. Student Success Planning
- 251 4. Anchoring Adult Development

252 Ms. Landwehrle reviewed the standards based grading accomplishments. She added that through  
253 Empower teachers are able to see their students' strengths and needs clearly.

254 She then reviewed the standards based grading this school year. All teachers in grade K through  
255 12 will be using Empower, students will be accessing Empower this year in grades 5-9, standards  
256 based progress reports/report cards will be printed from Empower for grades K-9 and parents  
257 will have access to Empower this year- with roll out this fall.

258 Mr. Steel noted that SAU #39 Curriculum Administrator, Ms. Natasha Kolehmainen will be  
259 updating the Board through video on MTSS.

260 Ms. Kolehmainen explained they are building district wide coherence. They have MTSS in all  
261 buildings and are working to build a common set of language. MTSS meets all student needs  
262 from the perspective of the whole child. They have identified some initial needs and one is  
263 having access to student data that is stored in one place. That data gives them a total picture of  
264 the student and where their struggles might be. Second, they are rethinking their use of time in  
265 multiple buildings.

266 Last they are looking at human resources and using the skills that they have. The teachers are so  
267 well trained and so committed to being there for their students. There are a lot of really exciting  
268 things in place

269 Dean of Students at SHS, Ms. Kelly Driscoll then discussed the Anchoring Adult Program. They  
270 are looking to capitalize on what is already happening and to create unique opportunities to take  
271 place.

272 She then explained that over the summer they did some work at the SNHU Sandbox. Their  
 273 district is at the cutting edge of this and they are looking to expand that to the entire SAU and  
 274 clearly articulate what an anchoring adult is. Right now, they are in the process of creating a core  
 275 team and will have sub committees at each level. They will prepare that process and need to look  
 276 at it at the elementary school level. Everything goes hand in hand. The individual programs need  
 277 to work together.

278 Mr. Glover asked Ms. Behm if it is for public to get involved.

279 Ms. Behm replied that this is more of something for kids to see every day, probably best suited  
 280 for staff.

281 Ms. Driscoll agreed with Ms. Behm. She added that they want to make it a safe and consistent  
 282 experience for students. They are certainly open to that, but there are challenges.

283 Mr. Grondstra commented that he knows that there are site visits to SHS, he then asked if there  
 284 are other schools that they can collaborate with on this.

285 Ms. Driscoll replied, yes, they are partnering with other schools for other things and it makes  
 286 sense to collaborate with them on this as well.

287 Ms. Kolehmainen discussed that Student Success Plan is meeting the needs of students. it is  
 288 closely aligned to MTSS. They met over the summer at the SHNU Sandbox and there was need  
 289 for accessing student information. It is something that they need in MTSS and is the foundation  
 290 of student success planning. She then discussed what goal setting could look like with  
 291 Responsive Classroom, and then at the upper levels with Advisory. They do see this a long term  
 292 process and are very excited. She will keep the Board posted with future updates.

293 Mr. Steel then reviewed the Learning Environment- Each school district needs the following:

- 294 • A long range capital expenditure plan that matches projected enrollments
- 295 • A long-range capital maintenance plan that maximizes the life span of existing
- 296 investments and lowers monthly recurring costs.
- 297 • An environmental testing plan that ensures a safe learning environment and work
- 298 environment.
- 299 • A daily/monthly/ yearly cleaning and operations plan.

300 He then explained the school building conditions of MVVS, Clark, Wilkins, AMS and  
 301 Souhegan.

302 He noted that the Capital Maintenance Plan for Amherst and Souhegan, roughly \$700-800K of  
 303 expenditures each year to maintain existing facilities. What needs to go in conjunction with that  
 304 is the Capital Expenditure Plan. First, they need to determine the configuration of Amherst  
 305 schools. Second, they need to design a funding plan that provides for a consistent tax rate. Third,  
 306 they need to start pre-funding capital expenditures now to save interest payments later.

307 The next steps for him is to get community feedback and interaction to refine vision and joint  
 308 meeting regarding facilities with 4 Boards.

309 He then asked for feedback and asked the Board for suggestions on who to reach out to.  
310 Mr. Coughlan added that he wants to make sure as they go through this vision, that it is  
311 researched based.

312 Mr. Steel replied, yes, he further explained the early foundations of Souhegan  
313 Mr. Grondstra asked about facilities and if they are utilizing the space and they are not  
314 optimizing the space.

315 Mr. Glover added that this Reconfiguration Subcommittee met and that might be an apart of this.  
316 Ms. Taylor asked about the amount of parents that have reached out to them with questions about  
317 Empower.

318 Ms. Landwehrle she then explained that they have talked to hundreds of parents and have made  
319 themselves available to reach through Open House and other events. There will be a small focus  
320 group but there has not been a formalized process.

321 Ms. Taylor added that she should do more outreach to the parents.

322 Mr. O’Keefe added that he is excited to get to the next phase and suggested Mr. Steel visit the  
323 Town Library. This a great move forward and he would like to accelerate the new Advisory  
324 Program. He is excited about getting the community involved.

325 Ms. Taylor asked about the mental health of the students, how do they plan on quantifying, who  
326 will do that and how up to date will it be.

327 Mr. Steel replied that they have an incredible group of staff but they track all of that separately.  
328 Mr. Glover asked about the work study practices.

329 Ms. Landwehrle explained that they have K-8 rubrics, and the high school has their own rubrics  
330 as well.

331 Ms. Facey commented that this is the culmination of a lot of work and a great way to kick off the  
332 year. It is time to start to get feedback and get parents and community involved.

333 The Board gave Superintendent Steel their support to forward.

334 Mr. Steel asked the Board to send him an email with the contact names so that he is not cold  
335 calling people.

336 Mr. Glover added that he needs to study this more in order to speak confidently.

337 Mr. Chen asked if the enrollment numbers were finalized by Mr. Steve Frades.  
338 Superintendent Steel replied that the numbers do fluctuate and they are relying on his work.  
339 Mr. Chen asked if it was online.

340 Mr. Steel replied that he will post it.

341 The Board thanked Superintendent Steel.

342

## 343 I. Public Input II of II

344 Ms. Shannon Gascoyne, Amherst NH, commented that she is a member of the PTA Executive  
 345 Board and a while ago the PTA had launched a Civic Engagement committee. She then  
 346 explained the 4 areas of focus noting that it is in line with the Strategic Vision. They are excited  
 347 to follow it and join in where it is appropriate.

348 The Board thanked Ms. Gascoyne for her comments.

## 349 II. Non-Public Session

350 **Ms. Kuzsma motioned to enter into Non-Public Session RSA 91 A:3 II (a) and (c) at**  
 351 **8:20PM. Mr. Grondstra seconded the motion. The vote was unanimous, motion passed.**

352 **Ms. Facey called a Roll Call: Taylor-Yes, Grondstra-Yes, Coughlan-Yes, Chen-Yes,**  
 353 **Kuzsma- Yes, Glover-Yes, Behm-Yes, Eckhoff-Yes, O'Keefe-Yes, and Driscoll- Yes.**

354 Other personnel present: Mr. Steel and Ms. Croteau.

355 Description of matters discussed and final decisions made: HR Discussion

356 **Mr. Coughlan motioned to exit Non-Public Session and return to public session at 8:36PM.**  
 357 **Mr. Glover seconded the motion. The vote was unanimous, motion passed.**

358 Public session reconvened at 8:36PM.

## 359 III. Meeting Adjourned

360 **Mr. Glover motioned to adjourn the meeting at 8:37PM. Mr. Grondstra seconded the**  
 361 **motion. The vote was unanimous, motion passed.**