

SAU #39 Board Meeting

Monday, March 2nd, 2020

Meeting Minutes- Approved 04 13 2020

Attendees:

Administrative Team: Adam Steel- Superintendent and Michele Croteau- SAU #39 Business Administrator.

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

Souhegan Cooperative School Board: Jim Manning- Chair, Laura Taylor- Secretary, Steve Coughlan, Amy Facey, and David Chen (via phone).

Mont Vernon School Board: Sarah Lawrence- Chair, Stephen O'Keefe, and Tom Driscoll.

SHS Student Videographer: Shannon Hargreaves

Board Minutes: Danae A. Marotta

Public: Stephanie Grund, 5 Colonel Wilkins Road, and Dwayne Purvis, 145 South Hollis Road.

I. Call to Order

Chair of the SAU #39 Board, Ms. Amy Facey, called the meeting to order at 6:09PM. II.

Public Input I of II

No Public Comment

III. Superintendent's Report

Covid-19/Coronavirus

Superintendent, Mr. Adam Steel, noted that he had sent out a message over the weekend and they are deeply engaged with taking precautions for Covid-19/Coronavirus. He has put together a task force with nurses and other key stakeholders and they meet twice a week. They have had some staff and students that have traveled internationally over the past week for vacation and if they have gone through a level III country, based on the CDC's Travel Guidelines, asked that they stay home for 14 days. It is a less than popular decision but necessary given the risks. They are working with the schools to support those students and staff while they are away.

Second, they are having custodial training this week that SAU #39 Business Administrator, Ms. Michele Croteau, is coordinating. She is also working on securing the necessary supplies needed. They will need some additional custodial support in the short term, and they are working on

sourcing that as well. They are tracking daily attendance in all of their schools so that they can look for spikes in attendance. They have some upcoming trips and will follow the CDC's Guidelines down to the last detail. They are still planning on holding Wintercession, with students going to Quebec and Washington D.C. They will support parents if they chose not to send their child. They will provide an activity for them or possibly a refund. They will not be able to refund everyone.

He has been connected to DHHS along the way and they have a statewide call tomorrow that he will be attending. His task force is working on preparing for if they have some contingencies if they have to close school for an extended period of time. They will send out a survey to families about the type of internet access they have at home. They are preparing for an asynchronous connection with their students from home.

They are even revising their procedures at AMS so that students have the same laptop all school day. At the MVVS, they are looking at how many devices they have in the event that they have to send home a device with each student. At Clark/Wilkins they are going to start to reverse lunch and recess so that students are able to wash their hands. They are also looking at the computer inventory there as well. They are being proactive in the process.

Some people have asked if students can be restricted from school. As a Superintendent, he cannot restrict students from school, only the Commissioner from DHHS has the ability to quarantine. He can ask students not to come to school and has the ability to close school there will be additional communication. He then asked for questions Mr. Chen applauded Mr. Steel's safety precautions.

Ms. Behm asked if the custodial staff will be checking the soap dispensers on a regular basis.

Mr. Steel replied, yes, it will be a part of the training.

Ms. Kuzsma asked if C/W parents can send in a device with their child. Superintendent

Steel replied that they are not at that point yet.

Hiring Update

They are on second and third rounds with their SHS Principal search. Next Wednesday, some of the community will be able to meet some of the candidates. They do not have any finalists yet. If any of board members are interested, please let him know.

The MVVS Principal position is posted and there are about 10 or 11 applications that have been completed. They have a committee formed and will begin the process of reviewing applications on Thursday. The goal is to bring a candidate to the May meeting.

At the SAU level, Ms. Natasha Kolehmainen, Curriculum Administrator, has accepted an Assistant Superintendent position in another district. She started this past July 1st and will be leaving this coming July 1st. Instead of having two positions of Assistant Superintendent and Curriculum Administrator, they will now have two positions. Ms. Landwehrle will focus primarily on the MVVS and C/W. The new person will be at that secondary campus most of the

time. They are excited about that realignment and have been speaking about AMS and SHS working more closely with each other. That new position will report to him as well. He has asked for board members that wanted to be involved to let him know and Mr. Coughlan has volunteered.

IV. Individual Board Reports

Chair of the Amherst School Board, Ms. Elizabeth Kuzsma, noted that AMS was again recognized as a Spotlight School by NELMS (New England League of Middle Schools). They have also hired Mr. John Schuttinger as their new Assistant Principal of AMS effective July 1st.

The Board thanked Ms. Kuzsma.

Chair of the Mont Vernon School Board, Ms. Sarah Lawrence, commented that they had their Deliberative Session in the beginning of February and have received outstanding winter NWEA Math scores. They also hosted a Math Parent Night, and the kids and parents were very excited. Finally, they have accepted Principal Schuttinger's resignation and wish him the best of luck in his new position at AMS.

The Board thanked Ms. Lawrence.

Chair of the Souhegan Cooperative School Board, Mr. Jim Manning, added as Superintendent Steel mentioned earlier, they are also in the process of a Principal Search. With everything that is going on they are in need a strong leader. Fang Fest it is an amazing experience and although they had some challenges, it ended on a good note. They have had a lot of discussion on Mastery-Based Learning. Mr. Steel remarked that there are transcripts that are posted on the website. The parent grading an reporting sessions are on Thursday, March 12th at 7:30am, Saturday, March 14th at 9:00am and Thursday, March 19th at 7:30am.

The Board thanked Mr. Manning.

V. Consent Agenda

Ms. Lawrence motioned to accept the Consent Agenda items 1. Draft Minutes Jan 23rd, 2020, 2. Jan 2020 Treasurer's Report, and 3. Policy from Jan 2020 Meeting- Policy KFA. Ms. Behm seconded the motion. Motion passed.

Ms. Facey asked for further discussion.

Mr. Gauthier questioned Mr. Steel regarding the percentage of teacher evaluations that were completed and are in the re-nomination process.

Mr. Steel replied that he does not have that number with him at this time and will email it to the Board.

Mr. Manning, Ms. Taylor and Mr. Chen abstained.

Ms. Facey asked Mr. Chen (via phone) if he was alone and if it was unreasonable for him to attend this meeting.

105 Mr. Chen replied, yes, and noted that he is in Colorado.

106 **Roll Call: Kuzsma- Yes, Behm-Yes, Glover- Yes, Grudzien-Yes, Gauthier-Yes, Lawrence-**
 107 **Yes, O’Keefe- Yes, Driscoll- Yes, Coughlan-Yes and Facey-Yes.**

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110 VI. First Reading of Policies- JLCJ, JFABD, and IJL/KEC

111 Ms. Facey added that Mr. Coughlan, Mr. Glover and Ms. Lawrence can speak to this Policy as
 112 they are on the Policy Committee.

113 Mr. Gauthier asked about the Concussion Training and if the school offers training.

114 Mr. Steel replied that they do have training.

115 Mr. Gauthier asked about the reports about concussions to be made available sooner.

116 Mr. Coughlan noted that he is the author of that paragraph and to bring constant awareness to the
 117 Board. He added that sports that you never think can get concussions and even in non-sport
 118 activities.

119 Mr. Gauthier emphasized that it is a big issue.

120 Ms. Facey suggested that they add this topic to the September Trello Board.

121 Mr. Glover added that they discussed this, and it is for any activity, classroom, recess, or
 122 practicing for a play.

123 Mr. Gauthier asked about policy IJL/KEC Learning Resources Selection and Reconsideration,
 124 and how is the Reconsideration Committee selected. He wants to make sure that there is a
 125 diversity of thought.

126 Discussion ensued.

127 Mr. Coughlan added that this is based on the model that they use for many other committees at
 128 Souhegan and in the past has not been a problem.

129 Mr. Driscoll commented that he is not sure if this is appropriate for the younger grades. He is not
 130 sure how that would go with picking students to be apart of the process.

131 Ms. Lawrence suggested that it go as a second reading.

132 **Ms. Taylor motioned to table discussion on IJL/KEC Learning Resources Selection and**
 133 **Reconsideration. Mr. Driscoll seconded the motion. Motion passed. (4-13)** Mr. Glover
 134 questioned table for what purpose.

135 **Ms. Kuzsma motioned to move Policy JLCJ- Concussions and Head Injuries to the**
 136 **individual boards. Mr. Manning seconded the motion. The vote was unanimous.**

Mr. Driscoll motioned to move Policy JFABD- Admission of Homeless Students to the individual boards. Ms. Grudzien seconded the motion. The vote was unanimous, motion passed.

VII. Superintendent SAU Goals

Ms. Facey noted that she sent out a Google sheet. The top section is what Superintendent Steel had filled out and it is based on their criteria for evaluation, below are SAU Board Goals. There is more time for people to add in items.

Ms. Grudzien asked if this was from today.

Ms. Facey replied, yes.

Mr. Steel explained the chart adding this has captured what the Board has asked him to do. Ms. Facey apologized for the abbreviated meeting and they can have more in-depth conversations at the next meeting.

VIII. Strategic Vision and Planning Update

Superintendent Steel noted that the SAU Board has adopted a Strategic Vision. He has spent a lot of time discussing this with various groups in the community and at the Deliberative Sessions. There is a question about how to move into the operational phase. He has been working with his team over the last several months and they have sketched out an idea for how they are going to get it organized.

Mr. Steel then displayed a slide noting that on the left are the key things that they want to improve. The Board will recognize it as they have talked about it and it is in the Superintendent's Report Card. He explained the cards adding that there are processes for and specific objectives from each year for the next 4 fiscal years. Further to the right, you can see all the annual processes, such as enrollment projections. Along with that is the Capital Maintenance Plan and the need to develop that 5-year budget. The key things are to the right. They are starting to filter things in until FY' 24. This is a tool to help them keep track.

Ms. Taylor inquired about who has access to that specific Trello Board.

Mr. Steel explained that it is internal for now. He would like to be as transparent as possible although there are some things that should not be made public.

Mr. Glover commented that it should tie into the strategy.

The Board thanked Superintendent Steel.

IX. Public Comment II of II

Ms. Stephanie Grund, 5 Colonel Wilkins Road, asked if this is the new format for Board Meetings. She added that it was obvious that it was not enough time for discussion.

171 Ms. Facey replied; no, this is just for tonight.

172 Mr. Dwayne Purvis, 145 South Hollis Road, asked if teachers are putting forth lesson plans in the
173 event of the school closing due to Covid-19.

174 Mr. Steel replied, right now, no. They are looking at continuing the education process with the
175 teachers.

176 X. Meeting Adjourned

177 **Ms. Kuzsma motioned to adjourn the meeting at 7:03PM. Mr. Driscoll seconded the**
178 **motion. The vote was unanimous, motion passed.**

179 **Roll Call: Kuzsma- Yes, Behm-Yes, Glover- Yes, Grudzien-Yes, Gauthier-Yes, Lawrence-**
180 **Yes, O'Keefe- Yes, Driscoll- Yes, Coughlan-Yes, Manning- Yes, Taylor-Yes, Facey-Yes,**
181 **and Chen-Yes.**

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