

SAU #39 Board

Wednesday, October 13<sup>th</sup>, 2021

Meeting Minutes- Approved 11 18 2021

Attendees:

Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent, Steven Chamberlain- Assistant Superintendent, Amy Facey- SAU #39 Business Administrator, Mike Berry- SHS Principal, Dr. Bethany Bernasconi- AMS Principal, and Anna Parrill- C/W Principal.

Amherst School Board: Chair- Tom Gauthier, Vice Chair- Elizabeth Kuzsma, Secretary- Victoria Parisi, and Terri Behm.

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

Souhegan Cooperative School Board: Chair- John Glover, Vice Chair- Stephanie Grund, Secretary- Laura Taylor, Steve Coughlan, Pim Grondstra and George Torres

Board Minutes: Danae A. Marotta

Public: Jamie and Arron Kaplan, Mack Hill, Amherst NH,

I. Call to Order

**Chair of the SAU #39 Board, Mr. Stephen O'Keefe, called the meeting to order at 6:00PM.**

II. Public Comment I of II

Ms. Jamie Kaplan, Amherst NH, commented on the use of cloth face masks and spoke in support of face shields.

She noted the following statement:

*"My name is Jamie Kaplan, Mack Hill Road, my husband previously spoke to this Board to request that children and teachers be allowed the option to use face shields or masks in the school system. Our concern is the unintended consequences of using cloth or synthetic face masks. These are real concerns raised by government and non-government agencies, experts, and journalists.*

*I am concerned when I read from CBC Canada about "Potentially toxic masks distributed in schools and daycares in Quebec" Prior to that, their government "revealed that masks it had been distributing for months to more than 15,000 daycares did not meet safety standards" and prior to that "31.1 million masks" distributed by the ministry were determined to be "unfit for use".*

*I am concerned when I see reports from news Channel 5 that "Tennessee governor's free 'sock masks' are treated with registered pesticide". Dr. Warren Porter, end environmental*

35 toxicologist states “I wouldn't wear one”, and that “I wouldn't want to be breathing and  
 36 something that I also knew could be poisoning my body in a relatively short period of time and  
 37 might be having multiyear effects on my health”.

38 I am concerned when I read in the Brussels Times that “15 million possibly toxic cloth masks”  
 39 laced with nanoparticles of silver and titanium dioxide were distributed by the Belgium  
 40 government to its citizens, which then informed them to stop use of its own masks. according to  
 41 EU and Belgium news sites, the director of the company responsible for those masks has since  
 42 been arrested and two more people in France and Luxembourg were arrested related to this.

43 I am concerned when I read an FDA announcement that I cannot tell if my children's masks are  
 44 laced with metallic nanoparticles. In a December press release, the FDA informed MRI  
 45 providers that a masked patient's face was burned during an MRI, due to metallic nanoparticles,  
 46 ultrafine particles and anti-microbial coatings that placed patients at risk. An FDA poster states  
 47 “you may not be able to tell whether your mask has metal in it”, that masks contain metal  
 48 particles or coatings.

49 I have followed CDC's “Your Guide to Masks” and wash our masks using regular detergent. We  
 50 recently looked up our “pediatrician approved”, “free and clear” laundry detergent on the  
 51 Environmental Working Group's on line database and found a “D” rating do to poor disclosure  
 52 and multiple carcinogenic ingredients. one of them “Dioxane”, is listed by the EPA as a “likely  
 53 human carcinogen”. With each wash of our masks, I have unknowingly been exposing my  
 54 children's lungs to a fresh dose of dangerous chemicals. I am not comfortable with that in any  
 55 dose, even so called “trace” amounts

56 I have been forcing my children to wear masks 6 plus hours a day that I cannot determine the  
 57 safety of. That's almost 1000 hours last year that I cannot tell if my children have been breathing  
 58 metals, chemicals, or pesticides.

59 Mr. Aaron Kaplan, Amherst NH, parent Amherst students. Jamie and I are worried about  
 60 everything she mentioned. I know you all want a long, healthy life for your children. Current  
 61 policy potentially jeopardizes that.

62 Amherst foundation for that policy is CDC guidance. That guidance is flawed. The most recent  
 63 CDC “Guide to Masks” says do not use the gold standard N95's, they are prioritized for  
 64 professionals. Yet, The Associated Press reported this year that “hospitals still ration N95's as  
 65 stockpiles swell”. Hospital bureaucracy led to makers eventually exporting N95's to clear the  
 66 shelves. Hospitals wouldn't buy them. N95 guidance is flawed.

67 CDC guidance for Face Shields says, “not recommended, evaluation ongoing, effectiveness  
 68 unknown.” Never mind studies showing good protection to eyes and mouth for droplets which is  
 69 the primary source of infection or the ease of use and comfort to kids using them. However,  
 70 airborne particles are cited as a concern in some writings. Cloth masks are not effective for  
 71 these either, only N95's are. My source: the CDC's up to date “Know the Difference” mask  
 72 document. Medical surgical masks, superior to cloth masks are still not considered respiratory

73 protection and have leakage. Why the concern with Shields but not cloth? CDC guidance is  
74 flawed.

75 The CDC has been accused by experts of “burying” a study from Georgia that failed to show  
76 benefits of masking students, while promoting studies yielding positive results. CDC has a  
77 history of doing this. We know today the effects of Agent Orange on our Vietnam Veterans and  
78 their children. Our vets were treated horribly by citizens, but not nearly as horrible as the CDC  
79 treated them.

80 Multiple news articles from the late 80s right the federal government claimed Agent Orange had  
81 no adverse effects, and a CDC study “did not find any evidence” exposure increased cancer risk.  
82 Tell that to my father who gets monthly injections into his eye by needle to prevent from going  
83 blind from an Agent Orange linked condition.

84 In 1989, the Washington Post in an article Agent Orange study called botched or rigged,  
85 reported that Dr. Houk, director of a CDC Agent Orange study stated “I’m sorry you think it was  
86 bungled, we think it was good science. CDC employee Dennis Smith said however: “CDC  
87 admins changed the design of studies so often and variables so frequently the results were  
88 meaningless. We knew we were doing bad science.”

89 In 2001, Time magazine wrote” A cover up on Agent Orange?” “Critics charge the agency and  
90 its senior officials helped scuttle a study” that might have proven Agent Orange’s serious  
91 damage to health. Officials said the study was canceled on strictly scientific grounds... But there  
92 was evidence the CDC suppress reports from the National Academy of Sciences challenging its  
93 position” The Navy’s top commander in Vietnam called the CDC’s work “a fraud”. He said the  
94 CDC’s mission was to manipulate and prevent true facts from being determined. The Institute of  
95 Health joined in, saying the CDC’s conclusions should be deleted because the evidence didn’t  
96 support them. Criticisms went ignored and the study was cancelled, directly leading to the denial  
97 of lifesaving care for veterans.

98 Worse, in 1987 the Chicago Tribune reported that the CDC study was not a conspiracy and  
99 claimed “Agent Orange is a worry veterans and their families should be able to cross off and  
100 forget.” Shame on the person that wrote this, and shame on the modern-day equivalents that  
101 write “Fact Check: Masks do not cause cancer”, without even mentioning pesticides, chemicals,  
102 or metals that are known to be in masks.

103 I have failed as a father when I told my son to mask up it’s the rules and I didn’t question the  
104 risks. I am not anti-mask, as I mask up if business asks me to. But 5 to 10 minutes is a far cry  
105 from 6 plus hours a day.

106 Mr. Steel, chairman O’Keefe I respectfully ask you, father to father, to help me correct those  
107 failings. I asked board members, parent to parent, to help protect my children and your children  
108 with the use of proven beneficial face shields. They have some benefits over masks while  
109 potentially eliminating some unintended risks. Please consider the reliable sources placed before  
110 you and not to place blind trust in a bureaucracy that has a proven track record of bad science,

111 *dishonesty and is directly responsible for the unnecessary extended suffering and yes, deaths of*  
 112 *many of our veterans.*

113 *Do not let them do to my children what they did to my father. Do not assume masks pose no risk,*  
 114 *as it takes decades to find out the truth, and if they're wrong, it's our kids who will pay. Please*  
 115 *take immediate action to mitigate these concerns, and not at some indefinite future date if and*  
 116 *when vaccines become available. Allow shields or masks to be used in school now. Hold an*  
 117 *emergency meeting if you need to, the children's health are well worth it. Thank you.*

118 There was no additional public comment.

119 The board thanked Ms. Kaplan and Mr. Kaplan.

120 Mr. O'Keefe asked Mr. Gauthier if he was alone, and it was impossible for him to be here  
 121 tonight.

122 Mr. Gauthier replied that he could not be at the meeting tonight and he is home with his child.

### 123 III. Principals Reports

124 Ms. Parisi commended Clark Wilkins Principal, Ms. Anna Parrill, for the student leadership  
 125 opportunities. She inquired about the new math resources.

126 Principal Parrill replied that they have done some great work already with Bridges.

127 Assistant Superintendent, Ms. Christine Landwehrle, replied that teachers are working hard, and  
 128 it can be overwhelming. They finished unit one in most grade levels, and it is still a little early.  
 129 Overall, they are recognizing that this is tightly aligned to standards, and it is good for kids. They  
 130 meet as a leadership team every week to monitor.

131 Ms. Parisi asked if there was any indication not to continue Bridges for the second half of the  
 132 year.

133 Ms. Landwehrle replied that Bridges is very heavy with professional development. The teacher  
 134 materials look very different. It does vary by grade level and each grade has their own  
 135 challenges.

136 Ms. Parisi asked if they are going to stick with their plan.

137 Ms. Landwehrle replied that they will stick with the plan and use Illustrative Math for the second  
 138 half.

139 Ms. Behm asked if they are seeing certain behaviors.

140 Principal Parrill replied that coming off of Covid, they are looking at Tier I across the board.

141 Ms. Behm inquired about how often kids are getting outside and how that is going.

142 Principal Parrill replied that they have the outdoor classrooms, the tent at Clark. Everyone is  
 143 getting out at different times per day, but the bees are a problem out front. They are looking at  
 144 the Tier I behavior piece after Covid, Hootie expectations, guidance conversations in classrooms

145 and they are meeting as the Behavioral Support Team. She added that they have their  
146 Boosterthon this week.

147 Mr. O’Keefe asked what will the funds be used for.

148 Principal Parrill replied that they are raising money for a gaga ball pit, outdoor accessories, and  
149 replacement laminator.

150 The Board thanked Principal Parrill.

151 Mr. O’Keefe asked the board for questions for AMS Principal, Dr. Bethany Bernasconi.

152 Ms. Parisi commended Principal Bernasconi for getting the clubs started.

153 Ms. Behm highlighted the new athletic shed because that is a really amazing Girl Scout project.

154 Ms. Kuzsma commented on the non-sports related activities. She asked if there will be more and  
155 how many more.

156 Principal Bernasconi replied that they have several stipends budgeted. Student Council is up and  
157 running, Mountain Bike club, Art Club, and Innovation and Design Club are all going well. They  
158 have been putting out questions from students and will have them consistently being offered  
159 throughout the entire year.

160 Ms. Behm noted that they are focusing on the positive with the Eagle Challenge.

161 Principal Bernasconi explained how the students were filling the grade level jars with glass  
162 pebbles based on community building. The number one choice was extra recess, and the second  
163 choice was to surprise the teacher. They are starting to see some of the pay it forward surprises.  
164 She reviewed some of the other community building activities. There are a million little acts to  
165 build their community.

166 Ms. Grund inquired if there are trends with reading.

167 Principal Bernasconi replied that their data dives are looking at all aspects of the whole child. If  
168 they see that students are having organization issues, then teachers are thinking about them  
169 systemically and as individual students.

170 Mr. O’Keefe noted that the 8<sup>th</sup> grade Ecology Trip is coming up.

171 Principal Bernasconi replied yes, the 8<sup>th</sup> grade curriculum is looking at watersheds. They are all  
172 very excited.

173 The Board thanked Principal Bernasconi.

174 Mr. O’Keefe asked for questions for MVVS Principal, Mr. Tom Lecklider.

175 Ms. Behm commented on the new mascot.

176 Principal Lecklider mentioned that they are the Falcons. They will be naming their falcon and  
177 have a costume. It has been a fantastic couple of months and have a great team at the MVVS.

178 Our real focus was building community and SOARing as falcons. It has taken on a new meaning  
179 of their community. They have had two assemblies and focus on the core values.

180 Ms. Lawrence inquired how math is going.

181 Principal Lecklider replied that it is going well. He has heard from each grade level in that they  
182 are seeing the value of the approach and the process of mathematics.

183 Mr. O'Keefe asked about the outdoor classroom.

184 Principal Lecklider replied that it is very costly for what they would be getting. They are looking  
185 at a minimum \$18k, there were additional costs to make it more permanent and the number kept  
186 going up and up. In the meantime, the PTA had done a lot of work on the current outdoor  
187 classroom space. In terms of usability, he is not sure that they will get a whole lot more for \$20k.

188 Mr. O'Keefe commented that it looks great outside.

189 Principal Lecklider commented that he did survey the staff to find out what would be more  
190 helpful, and they were asking for trash barrels.

191 Mr. O'Keefe asked about the engagement from parents.

192 Principal Lecklider responded that he surveyed the parents and heard the themes of building  
193 community, individualizing, and personalizing learning and the social emotional needs of the  
194 students. the conversations have focused on those three areas.

195 Mr. O'Keefe noted the increase of MVVS students. He inquired where the new students are  
196 arriving from, new construction, families moving in, etc.

197 Principal Lecklider replied all of the above. They are seeing growth and are hearing positive  
198 feedback from the homeschool families.

199 The Board thanked Principal Lecklider.

200 Mr. O'Keefe asked for questions for SHS Principal, Mr. Mike Berry.

201 Ms. Grund inquired about attendance at the virtual open house. She appreciated that she could go  
202 back and view the teacher videos.

203 Principal Berry replied that overall, it was well attended but not as attended as an in-person  
204 experience.

205 Ms. Taylor commented that she wouldn't mind seeing a hybrid version of Open House going  
206 forward.

207 Principal Berry replied that they are exploring ways to partner with their families.

208 Ms. Parisi inquired about the athletic website, if the web address will be housed under the sau39.

209 Principal Berry replied yes, it will.

210 Ms. Taylor asked if they could share the videos with the grandparents.

- 211 Principal Berry replied yes.
- 212 Ms. Taylor asked about the flu clinic on the 18<sup>th</sup>.
- 213 Assistant Superintendent Landwehrle replied that it is for staff.
- 214 Mr. O’Keefe asked about travel outside the country for this year.
- 215 Principal Berry replied that they were very fortunate to have transportation for the hike.
- 216 Ms. Behm commented that she appreciated the updates from student services. She asked if there  
217 was an uptick in student services.
- 218 Principal Berry replied that they are noticing that students do have an increased level of stress  
219 and anxiety. On Monday they have a spotlight to partner with students and give them tools and  
220 resources to manage their stress.
- 221 Ms. Behm thanked them for including the staff as well.
- 222 Ms. Lawrence asked about the Saber Flex and Saber Spotlight.
- 223 Principal Berry replied that Saber Flex was for students to have a bit more structured time during  
224 the day after a Covid year. The 10<sup>th</sup> graders would like to have an open campus and that is  
225 probably not a reality. That is a strong option of what they needed based on last year.
- 226 Ms. Parisi asked about the end of the day block.
- 227 Principal Berry replied that it is beneficial for the clubs, organizations and students that want to  
228 meet with teachers. These are just observations; they are using that time to be as productive.
- 229 Ms. Taylor asked about the Master Schedule and the information on how many VLACS and  
230 eStart and what online classes the students are taking to see what needs they are not meeting. It  
231 was very helpful, and she appreciated that.
- 232 The Board thanked Principal Berry.
- 233 IV. Consent Agenda
- 234 Mr. O’Keefe noted that they will go through the items one by one in the consent agenda.
- 235 He started with 1. Treasurer’s Report- August 2021.
- 236 There were no comments.
- 237 Mr. O’Keefe went to #2. 09 16 21 Draft Minutes – SAU
- 238 There were no comments.
- 239 Mr. O’Keefe went to #3. 09 20 21 Draft Minutes – SAU
- 240 Ms. Grund noted the following change on line #293:
- 241 *Changed from “ Mr. O’Keefe added that he also does that believe that should be in there.”*

242 *Changed to: “ Mr. O’Keefe added that he also does not believe that should be in there.”*

243 Ms. Taylor commented on the following changes:

244 At line 351, BCB discussion add lines:

245 *“Ms. Taylor asked if they had their own counsel.*

246 *Ms. Kuzsma added that she feels uncomfortable spending a significant amount of money having*  
247 *them reviewed when they were crafted by legal counsel.”*

248 At 452, add lines to BGAA discussion

249 *“Ms. Taylor noted the policy had changed the NHSBA draft policy from a District’s policy*  
250 *committee to an SAU 39 Policy Committee, which could have a different legal meaning. I would*  
251 *like to see a written review of counsel.*

252 *I understand the purpose and benefit of the SAU Policy Committee. However, the District*  
253 *Boards should not be empowering the SAU policy committee. The SAU policy committee is*  
254 *about making recommendations and presenting draft policies to boards not making the actual*  
255 *decisions (a duty of Boards).*

256 *I think Board members should have more say in what is discussed at the SAU Policy Committee*  
257 *meetings than permitted in (b). Board members should be able to participate in the*  
258 *conversations resulting in policy drafting in order to perform the duties they were elected to do.*

259 *Concerned that the drafting of policies are not going thru legal review. The work of the policy*  
260 *committee is not necessarily the work of the board. For example, the high school has a different*  
261 *age group than the policy committee members elected to oversee elementary schools.*

262 *This is fundamental issue that as a Board we have to decide if we are going to perform the role*  
263 *we were elected to do. I don’t think we can take the power and duties that we were elected for*  
264 *and hand it over to a committee that wasn’t elected for that purpose.*

265 *I believe that a Board Chair or Board Member should be reaching out to the NHSBA or Board*  
266 *attorney to give directives which craft Board policy. NHSBA should be focusing on Board*  
267 *Member’s perspectives.”*

268 At 455, add lines,

269 *“Ms. Taylor said she viewed the concerns as being more than philosophical. She asked if any*  
270 *legal review had been made of the policy BGAA, as written.*

271 *Mr. Coughlan said no legal review had been done.”*

272 Mr. O’Keefe asked for issues with item #3. 09 20 21 Draft Minutes – SAU.

273 There were no additional comments.

274 Mr. O’Keefe asked for issues with items 4. Amherst School Board Update, 5. October 1, 2021  
275 Enrollment, 6. Policies to Approve from 09 20 21 and 7. Facilities Update.



276 Ms. Taylor noted that the policies are not listed. She noted that there were some policies that  
277 were included that were pulled.

278 Mr. O'Keefe remarked that they will go through the policies one by one.

279 Ms. Lawrence read the following policies: BA/BA-R, BAAA, BBA, BBAA, BDA, BDC, BDG,  
280 BEA, BEB, BEC, BEDC, BEDG, BFE, BGAA, BHE, BIE, DID, EB, GBCE, GCR, KFA, BDE,  
281 BBBH, BEDA, BCA, BDF, BEDB, BEDB, and BEDDA.

282 Ms. Kuzsma noted that BDF should not have been included. (Page 114 in the packet)

283 Mr. Glover added that pages 86, and 87 do not have a header.

284 Ms. Lawrence mentioned that it is excluding page 86, 87 and 114.

285 **Mr. Grondstra motioned to approve Consent Agenda items 1, 2, 4, 5, 6, as corrected and 7.**  
286 **Ms. Kuzsma seconded the motion.**

287 There was no discussion

288 **Grondstra-Yes, Taylor- No, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,**  
289 **Lawrence- Yes, O'Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and**  
290 **Gauthier- Yes.**

291 **Motion passed.**

292 **Ms. Taylor motioned to approve the #3. 09 20 2021 Draft Minutes. Ms. Parisi seconded the**  
293 **motion.**

294 **Ms. Taylor motioned to amend the 09 20 2021 Draft Minutes. Ms. Parisi seconded the**  
295 **motion.**

296 Mr. O'Keefe inquired if anyone would prefer to see in writing.

297 Ms. Kuzsma commented that she would.

298 **Ms. Kuzsma motioned to table the #3. 09 20 2021 Draft Minutes. Mr. Coughlan seconded**  
299 **the motion. The vote was unanimous.**

300 **Grondstra-Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,**  
301 **Lawrence- Yes, O'Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and**  
302 **Gauthier- Yes.**

303 V. Board Goals

304 Mr. O'Keefe noted that this is a brief conversation. He requested between now and the  
305 November meeting think about some ideas of board goals they want to focus on the four  
306 components of the superintendent's evaluation and setting those goals at the November meeting.  
307 His plan is to do a very similar type of structure as we did last year and break into subgroups.  
308 Each subgroup would be identifying a goal.

309 VI. BBBH-R

310 Ms. Kuzsma noted that they are asking for BBBH-R to be rescinded because they just approved  
311 the new BBBH. It incorporated everything that was in BBBH- R and BBBH into one policy.

312 **Mr. O’Keefe motioned to suspend BBBH for tonight only. Ms. Kuzsma seconded the**  
313 **motion.**

314 Mr. O’Keefe asked for discussion.

315 There was no further discussion.

316 **Ms. Kuzsma motioned to rescind policy BBBH-R. Mr. Coughlan seconded the motion.**

317 **Grondstra-Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,**  
318 **Lawrence- Yes, O’Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and**  
319 **Gauthier- Yes. Motion passed.**

320 VII. Superintendent’s Report

321 Superintendent, Mr. Adam Steel, commented that he has a few updates for this evening.

322 • Covid-19

323 First, COVID numbers in the packet are not up to date. If you look on our website, you'll notice  
324 two things first the numbers have increased since this packet was sent out and second, they have  
325 split the reporting of Clark and Wilkins in two separate buildings. Right now, there is at least one  
326 cluster defined at Clark now. It makes sense to report those buildings separately.

327 We are working closely with DHHS. COVID-19 decision-making is more complicated than last  
328 year because ultimately the DHHS has told them if you have a cluster or outbreak, you're on  
329 your own to figure out. We are comfortable with that because they feel pretty good about our  
330 decision-making process. Thank you to our nurses. Many people are giving our nurses a difficult  
331 time but, nonetheless, are keeping us all safe. You'll notice at Clark the case count is in yellow,  
332 this is the first time that any of our schools have hit that threshold this year. The numbers would  
333 roughly have to double at Clark for us to go into the orange status level. We had made some  
334 changes at Clark during this period of time that namely affect staff. For example, our current  
335 procedure under yellow has been to allow staff to not wear masks when no students are around.  
336 We are now requiring staff to wear masks unless they are alone in the building or alone in their  
337 room.

338 Additionally, there's a good chance that the FDA will be reviewing vaccinations for ages 5-11 on  
339 October 26<sup>th</sup>. They have a meeting scheduled for that purpose. If so, it will change our thought  
340 process on our elementary and middle schools.

341 • Budget Preparation

342 In terms of budget preparation, Ms. Facey is doing an outstanding job thus far and a monumental  
343 task. The Amherst board has already received their first draft of their budget and others to

344 follow. Some of the highlights of this budget process, first and foremost, are the facilities  
 345 projects in Amherst this year that require a lot of effort and time and will be a focus for many  
 346 people throughout this fall and winter.

347 They are working as an administrative team to look at how we can redeploy our existing  
 348 resources around one specific focus and that is to improve instructional quality for our students.  
 349 This SAU has invested wisely in performance assessment and improving our assessment  
 350 practices over the last decade much to the benefit of our students. Many of our teachers report  
 351 the benefits of the work we've done around assessment and how it also led to them becoming  
 352 very competent in their understanding of their standards and the curriculum that we have  
 353 deployed.

354 As a result, the area that requires additional support and focus over the next a period of years is  
 355 around instructional improvement and instructional practices for our teachers. The best way to  
 356 deliver instructional support to teachers is with a highly trained content specific administrator  
 357 who can support a teacher in their specific area of focus. For example, we have at Souhegan, two  
 358 domain leaders that provide specific support and resources. That ability to provide not only  
 359 coaching but also feedback and most importantly evaluation is what leads to instructional  
 360 improvements that benefits our students greatly. We are going to be extending that in our budget  
 361 process this year within the confines of what we already have.

362 Next, you will hear from Principal Berry about a proposal around music and performing arts in  
 363 our plan for that specific area. Know that as we go through this coming year and future years, our  
 364 focus is going to be on redeploying resources that we already have to support instructional  
 365 improvement in all of our schools. It is a really big deal and very important area of focus.

366 • Bus Transportation

367 Finally, bus transportation, as you saw in the packet, we are still following very closely. Things  
 368 have largely stabilized and there are still minor improvements to be made. Know that it is still an  
 369 area focus to make sure that our buses are getting where they need to be on time.

370 He will be happy to answer any questions for the board.

371 Ms. Grund asked about the arrival time stamp. She inquired is that when the bus turns into the  
 372 driveway, opens the door etc.

373 Mr. Steel replied that is coming from the GPS units inside each bus and it's when they enter into  
 374 the site that's been defined as the zone of the school. They have another sheet that tracks  
 375 individual buses to see how they do on every single school day thus far and that's been very  
 376 helpful as well. He agreed that just turning into the driveway doesn't mean that they are  
 377 unloading students.

378 Mr. Torres inquired about energy. Right now, some of the quotes they are getting are shocking.  
 379 Kilowatt hours, which our contract is expiring I believe next month, is 6.9 currently. The lowest  
 380 quote we've gotten is about 18, so almost tripled. We are thinking we can negotiate maybe under  
 381 12 but we are still looking at a 40% increase on electric, propane is about 83. They have not

382 gotten quotes on oil, but it can't be as high as propane. That is just for this coming season. How  
383 does the current budget deal with something like that.

384 SAU #39 Facilities Director, Mr. Roger Preston, replied that they locked in their contract for  
385 electricity and natural gas for another four years. For oil and propane, they go out to bid every  
386 year. They have fuel oil at the Village School, Clark, and Wilkins. They also have propane at  
387 Wilkins as well.

388 Mr. Steel noted that if there is an increase in natural gas it does not go in the default budget  
389 calculation.

390 Ms. Kuzsma asked about the timeline.

391 Mr. Preston replied that in May, they will go out to bid for our following year which starts July  
392 1<sup>st</sup>. They do try to work with the town and try to bundle fuel oil and propane together just  
393 because the more we have we usually get a better deal.

394 Mr. Torres inquired if they are seeing long lead times on supplies.

395 Mr. Steel responded that he is not aware of any issues with the procurement. There is still a long  
396 lead time for computers.

397 Mr. Glover asked if they are including both towns in their buying power.

398 Mr. Preston replied that he has talked to the Town of Amherst this past year. He can definitely  
399 include the town of Mont Vernon as well.

400 Ms. Parisi asked to see averages for the arrival times.

401 Ms. Kuzsma questioned if in the future if they can keep the Covid numbers separate from Clark  
402 and Wilkins. She asked if they are watching AMS and looking to see if it is a cluster.

403 Mr. Steel replied, yes.

404 Ms. Grund asked about substitutes, do they have enough.

405 Mr. Steel replied that our principals review each day the daily report of who is out. In full  
406 transparency, there are a lot of absences in our schools. That is something they are looking at and  
407 what we can do to support our teachers and our staff in being present. Having more substitutes  
408 would help them but reducing the number of absences would help us more.

409 Ms. Taylor inquired how much are we currently paying our substitutes.

410 Mr. Steel replied that it is still \$150 as it was last year.

411 Ms. Taylor asked if they would increase that number, is there room in the budget to increase.

412 Mr. Steel replied that he doesn't believe pay is a factor, it's finding people that are willing to do  
413 it.

414 Ms. Landwehrle added that they already increased it significantly.

415 Mr. Eckhoff asked if they can have that information. They would be concerned with high  
416 absenteeism if there were students.

417 Mr. Steel commented that he does not want to be critical of the staff. He is happy to report  
418 aggregate at the board level. He requested the building principals to report monthly and on a  
419 daily basis.

420 Mr. O'Keefe suggested that they follow the Mont Vernon format in that it is randomized.

421 Mr. Glover mentioned that one data point does not help. How do they support the teachers and  
422 solve the issue.

423 Mr. O'Keefe added that MV used to get that on a monthly basis, there are FMLA issues.

424 Ms. Kuzsma asked for an updated version of the bus change.

425 Mr. Steel commented that he would prefer that the board have full access to the spreadsheet.

426 Ms. Kuzsma gave her support.

427 The Board thanked Superintendent Steel.

428 VIII. K-12 Visual and Performing Arts

429 Mr. O'Keefe noted that Principal Berry has a formal proposal for our K-12 visual and  
430 performing arts program.

431 Principal Berry noted that he appreciates the opportunity to present this on behalf of the district  
432 leadership team, but it was primarily a subcommittee that grew out of some thoughts and ideas  
433 that they had last fall into the spring. They spent time at their district wide leadership retreat  
434 discussing where we thought the direction of the visual and performing arts program in SAU 39  
435 should be going.

436 We had a subcommittee that consisted of Mr. John Schuttinger, Principal Parrill, Superintendent  
437 Steel, and himself to dive in a little bit more to the topic. His personal interest at the high school  
438 is very strong. It is about trying to make sure that the educational experience for the students is  
439 as good as it can be. It is an area that I think SAU 39 can do better in. For us, as we look at it  
440 from the back end you want kids to be going through the K through 12 program that are  
441 passionate and able to use the school to seek out their interests in the visual and performing arts.  
442 There are things you could do with the master scheduling and course offerings and how you  
443 partner with people in the community to enhance that experience.

444 One of the things they were thinking about is you need someone who is knowledgeable and an  
445 expert in this area. This is where the conversation grew out of. What can they do to vertically  
446 align the experience to make sure it's consistent in a strong aligned program throughout SAU 39.  
447 They're falling short in this area for students. At the end of the day, they want to improve the  
448 quality of student experience, we want a larger population of students involved in these  
449 programs, they want to increase the options at the K-8 level, we want the quality instruction to

450 be improved. For him, it gives another reason why kids want to go to school. It can be a  
451 powerful program when done well.

452 He is happy to answer questions.

453 Ms. Kuzsma asked for clarification on the courses that would be included.

454 Principal Berry replied there would be art, classes, design courses etc.

455 Ms. Parisi commended the group for bringing the proposal forward. Seeing this brought across  
456 the board is just a step in the right direction. She knows that there are things to work out in the  
457 memo.

458 Mr. Gauthier asked about the staffing for this program without any budget impact. He is looking  
459 at the current staff situation, it is more of a focal point going forward.

460 Mr. Steel explained that in a nutshell they are looking at reallocating an existing position at SHS  
461 for this purpose. That will likely result in a change in salary for that position. They're hoping it's  
462 going to be neutral with cuts in other places. The strings program is something that they are not  
463 proposing yet. That would be a net increase to their budget.

464 Ms. Grund inquired about the reallocation of resources at the high school. She wanted to make  
465 sure that they are focusing on the things that they wanted to at Souhegan.

466 Principal Berry replied that the budget reflects what you value. The budget is put together by  
467 administration and that is why you have Principals, Dean of Faculty, etc. He encouraged her to  
468 let the process play out. He understands that there is trepidation and concern.

469 Ms. Taylor asked about faculty members they have.

470 Principal Berry replied that he does not have that information in front of him.

471 Ms. Taylor inquired what else would this add, and it seems awkward to have a high school  
472 administration doing evaluations and managing other districts. She could see this position at the  
473 SAU.

474 Mr. Steel remarked that they would still want this person to teach. This is what other high  
475 performing districts do. This is not a new thing we are creating. Our participation levels are  
476 much lower than other places. His hope would be a great expansion of the number of students  
477 who access those programs moving forward.

478 Principal Berry replied that he believes that their teachers would welcome this type of support.

479 Ms. Behm applauded what is happening and this is overdue. She gave her support for STEAM  
480 and inquired about the timeline.

481 Principal Berry responded that the first thing is to find the person to fill this position. In FY'22-  
482 23, they would start to explore and vertically aligning with AMS and doing more work about  
483 appropriate time with the elementary school.

484 Mr. Glover gave his support for the proposal. One of the problems as it's written and presented is  
 485 that it doesn't state the benefits of having a robust arts program. He believes it would go a long  
 486 way and make it a lot easier for him to promote outside of this table.

487 Principal Berry added that this would be a service to students and families and the need is there.  
 488 They can put out what ever memo that the board desires. They want kids to have these  
 489 experiences and it will get more kids involved and encourage more kids to go into the areas as  
 490 hobbies or careers.

491 Ms. Kuzsma asked about the budget percentage of Amherst and Mont Vernon.

492 Mr. Steel commented that they view this as an overview. This is not meant to be a final proposal  
 493 but a discussion. They will come back with more information further down the road.

494 Mr. O'Keefe added that the obvious destination is the high school. Having this type of position is  
 495 important to his community and he supports this. He sees this as a huge win, and this is a huge  
 496 feather in SHS's cap.

497 Ms. Parisi mentioned of the idea of asking for family contributions.

498 Ms. Grund commented that she is happy to see this being looked at and growing.

499 The Board thanked Principal Berry.

500 IX. SAU #39 Budget

501 SAU #39 Business Administrator, Ms. Amy Facey, commented that she is pleased to present the  
 502 SAU #39 budget for FY' 23.

503 As an executive summary, FY23 SAU budget represents an increase of 8.3% or \$225,015 over  
 504 the FY22 adopted budget. The main driver includes changes in staffing. The Assistant Director  
 505 of Student Services is currently budgeted to the Amherst School District, this position serves all  
 506 three districts in SAU 39 a portion of the costs of this position have been billed to Mount Vernon  
 507 and Souhegan. For FY'23 we're looking to reallocate this to the SAU budget. We are also  
 508 looking to add and administrative support position for the business office. This will be a .5  
 509 position primarily to support the business administrator.

510 There's an increase in technology that's being proposed in order to purchase laptops that need  
 511 replacement. There are six devices that were purchased in 2016 and 2017 that will be five years  
 512 or older come FY'23. There is a modest increase in software costs. A line item for facilities  
 513 maintenance services was also added to maintain security system, internal controls, and grounds  
 514 maintenance.

515 With Health and Dental Insurance there is some good news. The guaranteed maximum rate or  
 516 the GMR was just provided to them a few days ago it is not in the Amherst budget but will be  
 517 soon. They are pleased to see a 2.7% increase in health insurance and a 1.5% decrease in dental  
 518 insurance, this is great news for all four of our district's budgets.

519 The proposed budget calculation, between the FY'22 adopted budget and the proposed FY'23  
 520 budget is \$225,015 or 8.3% increase. The primary driver is an increase in salary and position  
 521 adjustments and the associated benefits, as well as small increases in buildings and grounds and  
 522 small increases in the technology budget.

523 Proposed budget by category, this slide shows pretty much the same information in a different  
 524 way. As expected, the majority of the SAU budget is comprised of salaries and benefits and is  
 525 close to 90% of the budget, buildings and grounds or about 2%, technology 4.4% and services  
 526 and supplies a combined 3.5%.

527 Staffing levels, this slide shows the change in staffing positions and levels from FY22 to the  
 528 proposed FY23 budget. Changes include the reallocation of the assistant director of student  
 529 services from the Amherst budget to the SAU, the addition of a .5 administrative assistant for the  
 530 business office and a reduction of the .2 director of operations, this position was budgeted for  
 531 FY' 22 but not filled.

532 The apportionment of the SAU budget to the three school districts in SAU 39 is determined by  
 533 applying a formula that uses equalized valuation of school districts for local taxes and the  
 534 average daily membership. Then, backing out any unassigned fund balance to offset the  
 535 apportionment and applying the annual government rebate on eligible services and technology  
 536 equipment. This is called the E-rate. For FY'23, the SAU budget to be apportioned is \$2,722,  
 537 259. Apportionment percentages are 57.19% for Amherst, 9.12% for Mont Vernon, and 33.69  
 538 percent for Souhegan. The total a dollar amounts portion for each district is listed.

539 The apportionment comparison, this slide provides a comparison of the percentages and dollar  
 540 amount apportionments. From the FY22 adopted, to the FY23 proposed budget for each of the  
 541 three school districts. As you can see, the apportionment percentage for Amherst decreased by  
 542 .86%, Mont Vernon increased by .32% and Souhegan increased by 5.4%. The actual dollar  
 543 amount changes from FY22 to FY23 based on the total apportionment amount and the new  
 544 percentages are \$45,312 for Amherst, \$18,986 from Mont Vernon, and \$53, 942 from Souhegan.  
 545 For an overall increase of \$118, 240.

546 She just wants to note that the average daily membership for this year is provided in October, but  
 547 she has not received it yet. The end of year ADM that was provided on June 30th was used for  
 548 the apportionment calculation as a placeholder. The calculation will need to be updated as soon  
 549 as the October ADM is available.

550 Ms. Facey added this provides a reminder of the SAU budget review process schedule, so the  
 551 board is bring presented tonight with the proposed budget. The next steps are for the SAU budget  
 552 subcommittees to conduct their review and meet on 10/27. The notice of public hearing will be  
 553 posted on 11/11 and the budget subcommittee should hold their final meeting by 11/12. The  
 554 SAU budget public hearing is scheduled for 11/18. Once approved by the SAU Board, the  
 555 apportionments will be adjusted in the three school district budgets.



556 She will be sharing the budget file the questionnaire to submit questions needs to be updated.  
557 Give me until tomorrow morning, it will go out and be attached to the budget file and this  
558 presentation is attached to the budget file as well.

559 Mr. Gauthier asked if the ADM was a one-time number.

560 Mr. Steel replied that for budgeting purposes the number does not change, and they will verify  
561 that. Now, it gets updated during the course of the year so it's possible that they will get less  
562 money than they anticipated from the State if our enrollment drops during the year. For  
563 budgeting purposes, the SAU budget apportionment once the board votes on it next month at the  
564 public hearing, that's it. The SAU budget, once determined, does not change at all.

565 Mr. Torres inquired about the medical loss ratio.

566 Mr. Steel commented that he is on the Board of Directors for HealthTrust. They do have  
567 wellness programs. The one thing affecting rates right now are large dollar claims over \$100k.

568 Mr. Torres asked if there was any feedback on special education program salaries.

569 Ms. Facey replied yes, for the other three budgets.

570 Ms. Grund inquired about the assistant director of special services being added back in.

571 Mr. Steel responded that this is due to a shift in student enrollment. They will not move it  
572 anymore.

573 Ms. Facey added that with her conversations with Ms. Meg Beauchamp, Director of Student  
574 Services, this is her strong desire to do this because of the tasks and requirements that position  
575 takes on.

576 Ms. Grund asked about the Data Coordinator position.

577 Ms. Kuzsma commended Ms. Facey on the schedule.

578 Ms. Parisi asked about an increase in software.

579 Mr. Steel noted that there is an increase in Administrative Assistant's line. He fully supports this  
580 request that it is a need in order to remain functional.

581 Ms. Behm added her support for a part-time business office assistant. It is a need and not a want.

582 Mr. Glover commented that a half time position does not have benefits, he is questioning who  
583 will do this job. He inquired if it should be a full-time position with a proper salary and benefits  
584 as opposed to a part time position.

585 Mr. Steel replied that he is not sure. Our SAU office is working at an unsustainable rate.  
586 Everything is a balance; they want to keep their budgets as low as possible, if it was a full-time  
587 position, they would be busy. He is comfortable with it being half time for now. He asked Ms.  
588 Facey for her opinion.

589 Ms. Facey replied that certainly a full-time person would be busy, she understands the balancing.

590 Mr. Coughlan noted that it would be nice to have a receptionist back.

591 Mr. Steel mentioned that this half-time position will enable us to assign someone those duties  
592 again, right now, we just can't do it.

593 Ms. Taylor asked how much would they be proposing for this position including benefits.

594 Ms. Facey replied there would be no benefits. It is loosely based off what the Data Coordinator  
595 position is, approximately \$38,500.

596 Mr. Eckhoff remarked that the percentage increase is 8.3% if they backed out that reassignment  
597 of that person, what's that number dropped to.

598 Ms. Facey responded that she can figure it out and get back to him.

599 Mr. O'Keefe asked about the true costs to the Mont Vernon community by putting that back into  
600 the SAU budget.

601 Ms. Facey replied that Ms. Beauchamp does a calculation.

602 Mr. O'Keefe inquired if they will be double paying, he noted that it was a concern.

603 The Board thanked Ms. Facey.

604 X. SAU Budget Committee

605 Mr. O'Keefe commented that he only received one request to join the SAU budget committee.  
606 she is also on the Amherst Ways and Means Committee. He noted that she cannot serve on the  
607 SAU budget committee.

608 Ms. Parisi asked if they can double check at last year.

609 Mr. O'Keefe mentioned that the intent of the request is to get someone not related to the other  
610 three districts.

611 Mr. O'Keefe asked for board thoughts.

612 Mr. Coughlan remarked that the first goal is to have multiple sets of eyes and the second goal is  
613 to have as much diversity in those eyes as possible. The only way to do it is with two people both  
614 who happened to be also on the Amherst Ways and Means committee. There is no other option,  
615 it is better than no one.

616 Mr. O'Keefe noted that she will be representing all three districts.

617 Ms. Kuzsma mentioned that serving on SAFC, they have Mont Vernon representatives. Would it  
618 be helpful instead to allow two members from each of the Ways and Means committees to attend  
619 the SAU meeting so that one of them would be a Mount Vernon resident at Souhegan and the  
620 other one would be an Amherst resident.

621 Mr. O'Keefe requested to keep it simple. He is comfortable appointing Ms. Gibson.

622 **Mr. Glover motioned to appoint Ms. Marilyn Gibson as a representative to the SAU**  
 623 **Budget Committee. Ms. Parisi seconded the motion.**

624 There was no discussion.

625 **Grondstra-Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,**  
 626 **Lawrence- Yes, O’Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and**  
 627 **Gauthier- Yes. Motion passed.**

628 **The vote was unanimous.**

629 XI. Policies Discussion

630 Mr. O’Keefe reviewed the policy process.

631 **Ms. Lawrence motioned to accept policy BBAB/BDB to move to the individual boards and**  
 632 **consider this a first reading. Ms. Parisi seconded the motion.**

633 Mr. O’Keefe asked if the Policy Committee received any requests in writing.

634 No requests.

635 **Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes, Lawrence- Yes, O’Keefe-**  
 636 **Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and Gauthier- Yes. Motion**  
 637 **passed.**

638 **Ms. Lawrence motioned to accept policy BDD to move to the individual boards and**  
 639 **consider this a first reading. Ms. Parisi seconded the motion.**

640 Mr. O’Keefe asked if the Policy Committee received any requests in writing.

641 No requests.

642 Ms. Taylor noted that she sent an email.

643 Mr. O’Keefe added that they sent out all the parts of the policy.

644 Ms. Taylor inquired how does the policy reflect to 301.01c. The administrative and leadership  
 645 services shall be defined and directed by the governing body employing the Superintendent. She  
 646 noted it was at the top of the email she sent her.

647 Ms. Kuzsma added that the Policy Committee did not review that.

648 Mr. O’Keefe asked Ms. Kuzsma if it should go back to the policy committee.

649 Ms. Kuzsma replied that it would be sent back to policy.

650 **Taylor- No, Glover- No , Grund- No, Torres- No, Eckhoff- No, Lawrence- No, O’Keefe-**  
 651 **Yes, Coughlan- No, Kuzsma- No, Parisi- No, Behm- No, and Gauthier- No. The vote was**  
 652 **unanimous, send back to policy committee.**

653 **Ms. Lawrence motioned to accept policy BDF to move to the individual boards and**  
 654 **consider this a first reading. Ms. Parisi seconded the motion.**

655 Mr. O'Keefe asked if the Policy Committee received any requests in writing.

656 No requests.

657 **Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes, Lawrence- Yes, O'Keefe-**  
 658 **Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and Gauthier- Yes. Motion**  
 659 **passed.**

660 **Ms. Lawrence motioned to accept policy BGD to move to the individual boards and**  
 661 **consider this a first reading. Ms. Parisi seconded the motion.**

662 Mr. O'Keefe asked if the Policy Committee received any requests in writing.

663 Ms. Kuzsma replied yes. What is the difference between administrative regulations which is used  
 664 in BGD and administrative procedures such as used in BAAA and other policies that refer to  
 665 procedures. The answer for that was that there is really no difference the attorneys at the NH  
 666 SBA have chosen two different ways of saying the same thing at different times.

667 Mr. O'Keefe asked for comments to the response.

668 There were no comments or questions.

669 **Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes, Lawrence- Yes, O'Keefe-**  
 670 **Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and Gauthier- Yes. Motion**  
 671 **passed.**

672 **Ms. Lawrence motioned to accept policy BGF to move to the individual boards and**  
 673 **consider this a first reading. Ms. Parisi seconded the motion.**

674 Mr. O'Keefe asked if the Policy Committee received any requests in writing.

675 Ms. Kuzsma replied yes, they received two. The first question was please describe what legal  
 676 backing supports the difference in policy suspension voting requirements which is majority  
 677 versus the two thirds vote needed.

678 Our response is that there is no legal backing, it is a procedural recommendation based on  
 679 Robert's Rules of Order.

680 The other one is asking us to clarify entire board membership at a meeting and if it means the  
 681 people actually present or entire board membership. This is specifically referring to the second  
 682 section.

683 Our response is that it actually referred to everybody, however, upon further review at the Policy  
 684 Committee we realized through discussion that this policy actually has significant loopholes in it  
 685 that can easily be manipulated. If you can't get two-thirds support to suspend, you just need a  
 686 majority to rescind a policy and then majority vote to vote it back in later.

687 The Policy Committee is now recommending that we rescind this policy.

688 Mr. O'Keefe asked for clarification.

689 Mr. Coughlan remarked the current policy exist in Amherst and Mont Vernon but not Souhegan.

690 The normal Robert's Rules would apply if a board chose to discuss suspension.

691 Mr. O'Keefe asked if the recommendation was to vote this down and then entertain a motion to

692 rescind.

693 Ms. Kuzsma replied that is correct.

694 Mr. O'Keefe asked if there were any discussion to the comments.

695 There were no further comments.

696 Ms. Kuzsma added that they would vote against this policy tonight and then have a second

697 motion, but it would only go down to Amherst and Mont Vernon.

698 **Ms. Kuzsma motioned to vote BGF down.**

699 Ms. Grund asked if they really wanted Robert's Rules to apply.

700 Ms. Kuzsma replied that it would allow us to do what we did tonight where we can make a

701 majority vote to temporarily suspend.

702 Mr. O'Keefe added that this policy actually made it more difficult to do or accomplish so we're

703 looking for clear, defined way.

704 Motion to pass or vote yes is to adopt the policy. Voting no, would be to send this back to policy

705 where we will entertain a subsequent motion to rescind.

706 **Taylor- No, Glover- No , Grund- No, Torres- No, Eckhoff- No, Lawrence- No, O'Keefe- No,**

707 **Coughlan- No, Kuzsma- No, Parisi- No, Behm- No, and Gauthier- No. The vote was**

708 **unanimous, send back to policy committee.**

709 **Ms. Kuzsma motioned to send policy BGF to the Amherst and Mont Vernon School Boards**

710 **to rescind. Mr. Glover seconded the motion.**

711 **Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes, Lawrence- Yes, O'Keefe-**

712 **Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and Gauthier- Yes. Motion**

713 **passed.**

714 **Ms. Lawrence motioned to accept policy EHAC to move to the individual boards and**

715 **consider this a first reading. Ms. Parisi seconded the motion.**

716 Mr. O'Keefe asked if the Policy Committee received any requests in writing.

717 Ms. Kuzsma replied, yes. Why is Panda Doc in use but not approved on the SAU 39 Data

718 Governance Plan.

719 Our response is that students don't use Panda Doc. It can be added under the "staff" uses it  
720 column.

721 Mr. O'Keefe asked for any discussion.

722 **Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes, Lawrence- Yes, O'Keefe-**  
723 **Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and Gauthier- Yes. Motion**  
724 **passed.**

725 **Ms. Lawrence motioned to accept policy GBCD to move to the individual boards and**  
726 **consider this a first reading. Ms. Parisi seconded the motion.**

727 Mr. O'Keefe asked if the Policy Committee received any requests in writing.

728 Ms. Kuzsma replied yes. Is the district paying for background checks for substitutes, if we want  
729 more substitutes and bus drivers, we could try paying them more.

730 The answer is that in almost all districts in NH, background checks are paid for by the individual.  
731 Having the district pay for the background check could be helpful but is not part of this policy  
732 and should be discussed as part of the budget cycle for any particular board that may be  
733 interested.

734 Mr. O'Keefe asked for any other comments in writing.

735 Ms. Kuzsma replied, no.

736 Mr. O'Keefe asked for other comments.

737 Ms. Taylor asked what inhibits them from adding this into the policy.

738 Ms. Kuzsma replied that nothing inhibits them, but it does have budget implications. Each board  
739 can have a discussion if it was something that they wanted to do.

740 Mr. Glover inquired about the fees. He mentioned that if there was a high level of need, make it  
741 an administrative decision.

742 Ms. Kuzsma added that they cannot borrow an applicant background check from another district.

743 Ms. Taylor asked about the cost.

744 Ms. Landwehrle added that it depends on the level.

745 Ms. Taylor asked how many applicants do they have.

746 Ms. Landwehrle mentioned that any given week there is four or five people stopping into the  
747 SAU office for a volunteer packet.

748 Mr. Steel noted that just today he received 30 background checks from the State of New  
749 Hampshire.

750 Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes, Lawrence- Yes, O'Keefe-  
 751 Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and Gauthier- Yes. Motion  
 752 passed.

753 **Ms. Lawrence motioned to accept policy GBEA to move to the individual boards and**  
 754 **consider this a first reading. Ms. Parisi seconded the motion.**

755 Mr. O'Keefe asked if the Policy Committee received any requests in writing.

756 Ms. Kuzsma noted that GBEA and GBEB had the same comment and have the same response.

757 For GBEA, the questions are as follows, how do these policies protect the district from  
 758 employment liabilities, how would consistency and fairness be maintained if the district  
 759 interprets the New Hampshire Department of Education Code of Conduct, where is a framework  
 760 for reporting, investigating, appealing, how would protected classes be assured fairness, GBEA  
 761 and GBEB policies might benefit from legal review for Souhegan. These policies appear to align  
 762 with union contracts which Souhegan does not have. There is a grievance and appeal process that  
 763 is set up in the Amherst and Mont Vernon contracts, Souhegan has policy GBK-R for this  
 764 purpose. Protected classes get special appeals process based on their class and membership and  
 765 those are covered under policies, AC, ACAC and ACE. The state and federal laws are so specific  
 766 and don't need to be repeated for each individual personnel policy. We did not see any true  
 767 alignment to union contracts and any such alignment is sheer coincidence based on best practice  
 768 instead of actual intent.

769 Mr. O'Keefe asked for discussion.

770 Ms. Taylor inquired if this policy is expanding the code of ethics to all employees not just  
 771 certified or credentialed employees. Are they also expanding GBK-R or GBK and the other parts  
 772 of what credentialed employees have supporting them to the expanded interpretation of the code  
 773 of ethics.

774 Ms. Kuzsma replied that GBK-R or GBK are both set up to cover any non-union employees at  
 775 Souhegan or the SAU building.

776 Ms. Grund asked about non-credentialed.

777 Ms. Kuzsma replied yes.

778 Mr. Coughlan commented that if you are an employee in Amherst or Mont Vernon, your union  
 779 contract covers your grievance procedure. If you are an employee at Souhegan or the SAU you  
 780 have no contract, therefore, you have no grievance procedure, so GBK is coming along. They are  
 781 recommending GBK for the SAU as well. This is so the SAU employees have that same  
 782 protection.

783 Mr. Glover noted that there are italics and strike outs.

784 Mr. Coughlan replied that was the draft, all of these will be fixed.

785 Grondstra- Abstain, Taylor- No, at this time, Glover- Yes, Grund- Yes, Torres- Yes,  
 786 Eckhoff- Yes, Lawrence- Yes, O'Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- absent,  
 787 Behm- Yes, and Gauthier- Yes. Motion passed.

788 **Ms. Lawrence motioned to accept policy GBEB to move to the individual boards and**  
 789 **consider this a first reading. Ms. Behm seconded the motion.**

790 Mr. O'Keefe asked if the Policy Committee received any requests in writing.

791 Ms. Kuzsma added that it was the exact same comment as GBEA.

792 Mr. O'Keefe asked for discussion.

793 Grondstra- Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,  
 794 Lawrence- Yes, O'Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- absent, Behm- Yes,  
 795 and Gauthier- Yes. Motion passed.

796 **Ms. Lawrence motioned to accept policy GBEBE to move to the individual boards and**  
 797 **consider this a first reading. Ms. Behm seconded the motion.**

798 Mr. O'Keefe asked if the Policy Committee received any requests in writing.

799 No requests.

800 Grondstra- Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,  
 801 Lawrence- Yes, O'Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- absent, Behm- Yes,  
 802 and Gauthier- Yes. Motion passed.

803 **Ms. Lawrence motioned to accept policy GBK to move to the individual boards and**  
 804 **consider this a first reading. Ms. Behm seconded the motion.**

805 Mr. O'Keefe asked if the Policy Committee received any requests in writing.

806 Ms. Kuzsma commented that as we just discussed, policy GBK provides nonunion or non-  
 807 credentialed employees in Souhegan and the SAU with equivalent processes to those available in  
 808 the Amherst School District and in Mount Vernon through their CBA's.

809 Mr. O'Keefe asked for any comments.

810 Ms. Taylor inquired how does this satisfy all of the different bullying, and the sexual harassment  
 811 in GBK as it is drafted.

812 Mr. Coughlan replied that it is covered in policy ACAC.

813 Ms. Taylor noted that she is concerned that it might be confusing to staff.

814 Mr. Glover added that he supports what Ms. Taylor is saying. They do not have multiple  
 815 grievance policies scattered all about the portfolio.

816 **Mr. O'Keefe motioned to amend this policy to make a foot note to add the other policies.**

817 **Mr. O'Keefe rescinded his amendment.**



- 818 Mr. Coughlan suggested that it goes back to the Policy Committee.
- 819 **Taylor- No, Glover- No , Grund- No, Torres- No, Eckhoff- No, Lawrence- No, O’Keefe-**  
 820 **Yes, Coughlan- No, Kuzsma- No, Parisi- No, Behm- No, and Gauthier- Yes. The vote was**  
 821 **unanimous, send back to policy committee.**
- 822 **Ms. Lawrence motioned to accept policy KICL to move to the individual boards and**  
 823 **consider this a first reading. Ms. Parisi seconded the motion.**
- 824 Mr. O’Keefe asked if the Policy Committee received any requests in writing.
- 825 Ms. Kuzsma replied, yes, where is the copy of an acceptable use policy.
- 826 Our response is upon a quick search, she found it under “technology” on the SAU website.
- 827 **Grondstra- Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,**  
 828 **Lawrence- Yes, O’Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and**  
 829 **Gauthier- Yes. Motion passed.**
- 830 **Ms. Lawrence motioned to accept policy BBBA to move to the individual boards and**  
 831 **consider this a first reading. Ms. Parisi seconded the motion.**
- 832 Mr. O’Keefe asked if the Policy Committee received any requests in writing.
- 833 Ms. Kuzsma this was the policy that would not allow board members to sub in the districts. They  
 834 have made those edits, and this is the result.
- 835 Mr. Glover mentioned that they added substitute teachers but there are no other positions.
- 836 Ms. Taylor asked what positions remain and will the board be notified if people are being hired  
 837 even though this policy is in place.
- 838 Mr. Coughlan mentioned that it is the statutory language.
- 839 Mr. Steel mentioned he would reserve the right to hire a coach who is a board member.
- 840 Mr. Grondstra he would like to know what defines “salaried”.
- 841 Mr. Coughlan added that cognitive dissonance comes from the legislature and how they wrote  
 842 the law. They explicitly said, “salary positions”.
- 843 Mr. Grondstra mentioned they should take out the word “salary”.
- 844 Ms. Grund commented to add “financial compensation”.
- 845 Mr. O’Keefe remarked that the spirit is very clear, they do not need to replace words with other  
 846 words that can then be interpreted to think of other things. The policy is decent as written, it is  
 847 more restrictive than before.
- 848 Ms. Parisi mentioned that a coach impacts the education outcome for students.

849 Mr. Glover asked for clarification. Are you saying if you are a paid person, you should be in that  
850 list.

851 Ms. Parisi replied, she would agree because that was where the conversation was going at the last  
852 meeting.

853 **Grondstra- Abstain, Taylor- Yes, Glover- No, Grund- No, Torres- No, Eckhoff- No,**  
854 **Lawrence- Yes, O'Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- No, Behm- abstain,**  
855 **and Gauthier- Yes. Motion passed.**

856 **Ms. Lawrence motioned to accept policy BCB to move to the individual boards and**  
857 **consider this a first reading. Ms. Parisi seconded the motion.**

858 Mr. O'Keefe asked if the Policy Committee received any requests in writing.

859 Ms. Kuzsma noted the changes to make it more cohesive.

860 Mr. O'Keefe asked for any discussion.

861 There was no additional discussion.

862 **Grondstra- Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,**  
863 **Lawrence- Yes, O'Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and**  
864 **Gauthier- Yes. Motion passed.**

865 **Ms. Lawrence motioned to accept policy BEDH to move to the individual boards and**  
866 **consider this a first reading. Ms. Parisi seconded the motion.**

867 Mr. O'Keefe asked if the Policy Committee received any requests in writing.

868 Ms. Kuzsma the policy committee was asked to take a second look to make sure it lined up with  
869 New Hampshire School Board association best practices, they found that it did meet those  
870 standards. Historically, our districts have wanted to allow more flexible public comment time  
871 than the sample policy allows. They came out with a great balance that they found worked for all  
872 of it.

873 Mr. O'Keefe asked for comments.

874 There were no additional comments.

875 **Grondstra- Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,**  
876 **Lawrence- Yes, O'Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and**  
877 **Gauthier- Yes. Motion passed.**

878 **Ms. Lawrence motioned to accept policy BHC to move to the individual boards and**  
879 **consider this a first reading. Ms. Parisi seconded the motion.**

880 Mr. O'Keefe asked if the Policy Committee received any requests in writing.

881 Ms. Kuzsma replied, yes, they have three. She reviewed the three items. She noted that there  
882 was a concern about the last sentence of social interaction. The committee took another look at

883 this section. The end result is that this is a board policy that there is a process that needs to be  
884 followed.

885 **Ms. Grund motioned to remove the last sentence of social interaction. Ms. Taylor seconded**  
886 **the motion.**

887 Mr. O'Keefe asked for discussion on the motion.

888 Ms. Grund mentioned that it is very harsh, it goes a little too far.

889 Mr. Glover explained that this policy is inherently conflicted.

890 Ms. Kuzsma noted that removing that last sentence doesn't change anything, there are other  
891 policies that address the chain of command.

892 Ms. Parisi added that she disagrees. She does not have much more to say about that. The last  
893 sentence is stricter than it needs to be.

894 Ms. Lawrence added that it protects the board member and sets the boundary.

895 Ms. Grund mentioned that the last sentence sounds punitive. There is enough said in other  
896 places, it is just harsh.

897 Ms. Taylor noted a typo.

898 Mr. O'Keefe asked where does that sentence come from.

899 Ms. Kuzsma remarked that she brought up the sample policy. The sentence is actually part of the  
900 sample policy. They then took that sentence and made edits to make it understood that it is our  
901 responsibility to protect us and the staff member from them breaking other policies.

902 Mr. O'Keefe asked for other comments.

903 He then called for a vote for Ms. Grund's motion to amend.

904 **Grondstra- Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- No, Eckhoff- No,**  
905 **Lawrence- No, O'Keefe- No, Coughlan- No, Kuzsma- No, Parisi- Yes, Behm- Yes, and**  
906 **Gauthier- No. Motion Failed. (7-6)**

907 Mr. O'Keefe asked for other discussion.

908 There were no other comments.

909 Mr. O'Keefe called for a vote to pass the policy.

910 **Grondstra- Yes, Taylor- No, Glover- No, Grund- No, Torres- Yes, Eckhoff- Yes, Lawrence-**  
911 **Yes, O'Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- No, Behm- Yes, and Gauthier-**  
912 **Yes. Motion passed.**

913 **Ms. Lawrence motioned to accept policy BIB to move to the individual boards and consider**  
914 **this a first reading. Ms. Parisi seconded the motion.**

915 Mr. O' Keefe asked for policy comments.

916 Ms. Kuzsma noted that they made a few edits from the sample putting the onus on us. The  
 917 biggest discussion about all of this was budget in calendar. This puts the onus on board members  
 918 to pay attention to the New Hampshire school board association calendar and feel free to attend  
 919 meetings as necessary. There is a budgetary requirement to allow for trainings. If there are any  
 920 trainings that are outside of this, budgeting needs to be planned for it.

921 Mr. O'Keefe asked for questions or concerns.

922 Mr. Grondstra remarked that there is a typo in #1.

923 **Grondstra- Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,**  
 924 **Lawrence- Yes, O'Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and**  
 925 **Gauthier- Yes. Motion passed.**

926 **Ms. Lawrence motioned to accept policy EBB to move to the individual boards and**  
 927 **consider this a first reading. Ms. Parisi seconded the motion.**

928 Mr. O' Keefe asked for policy comments.

929 Ms. Kuzsma mentioned that policy took a look at this last week, there was a slight change in  
 930 referencing an RSA. The strikeouts will be fixed for the second reading.

931 Mr. O'Keefe asked for comments, questions, or concerns.

932 Mr. Glover added that this is for school safety. If you look at the numerated list it covers a lot of  
 933 things about security, the building, mental health, fire safety, climate control, communication  
 934 plans and training. The one major piece that is missing is about overall safety is infectious  
 935 disease control. It seems like an oversight to be missed from the NHSBA. His suggestion is to  
 936 add the infectious disease control piece so that if someone is looking at the whole safety universe  
 937 it includes that component.

938 Mr. O'Keefe gave his support. They can adopt the policy and the Policy Committee, over the  
 939 course of the next six months, can identify proper language to put in from an infectious disease  
 940 control standpoint.

941 Ms. Kuzsma added that the Policy Committee felt comfortable with this at the moment because  
 942 this policy is specific to the crisis prevention and response plan as well as the site-specific  
 943 emergency response plan.

944 **Grondstra- Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,**  
 945 **Lawrence- Yes, O'Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and**  
 946 **Gauthier- Yes. Motion passed.**

947 Mr. O'Keefe inquired about the remaining policies to add to the November agenda.

948 Ms. Kuzsma replied that they will have to get back to them.

949 The Board recognized the Policy Committee for all of their work.

950 XII. Public Comment II of II

951 No Public Comment

952 XIII. Non-Public Session

953 **Mr. Glover motioned to enter into Non-Public Session RSA 91 A:3 II (a) and (c) at 9:51PM.**

954 **Mr. Torres seconded the motion. The vote was unanimous, motion passed.**

955 **Grondstra- Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,**  
 956 **Lawrence- Yes, O’Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and**  
 957 **Gauthier- Yes. Motion passed.**

958 Date: October 13, 2021

959 Members Present: Stephen O’Keefe, Sarah Lawrence, Peter Eckhoff, Jessica Hinckley – Not  
 960 present, Pim Grondstra, Steve Coughlan, John Glover, Stephanie Grund, Christine Peters – Not  
 961 Present, Laura Taylor, George Torres, Elizabeth Kuzsma, Terri Behm, Joshua Conklin – Not  
 962 Present, Tom Gauthier, and Victoria Parisi

963 Other persons present during nonpublic session: Adam Steel, Superintendent

964 Description of matters discussed and final decisions made. Note: Any votes taken must be  
 965 recorded “in such a manner that the vote of each member is ascertained and recorded”:

966 Discussion regarding SAU employment.

967 Note: Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and  
 968 the record of all actions shall be promptly made available for public inspection, except as  
 969 provided in this section. Minutes and decisions reached in nonpublic session shall be publicly  
 970 disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present,  
 971 taken in public session, it is determined that divulgence of the information likely would affect  
 972 adversely the reputation of any person other than a member of this board, or render the proposed  
 973 action of the board ineffective, or pertain to terrorism. In the event of such circumstances,  
 974 information may be withheld until, in the opinion of a majority of members, the aforesaid  
 975 circumstances no longer apply.

976 XIV. Public Session

977 **Ms. Lawrence motioned to leave nonpublic session and return to public session at 10:10**

978 **PM. Ms. Kuzsma seconded the motion.**

979 **Grondstra- Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,**  
 980 **Lawrence- Yes, O’Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and**  
 981 **Gauthier- Yes. Motion passed.**

982 Motion made to seal the minutes? None needed

983 **Motion made by Stephen O’Keefe to authorize the Superintendent to use remaining funds**  
 984 **from the unfilled 0.2 position and work with Legal Counsel to craft an early retirement**

985 **package for SAU office personnel, applicable to this fiscal year. The motion was seconded**  
986 **by Beth Kuzsma.**

987 **Grondstra- Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,**  
988 **Lawrence- Yes, O’Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and**  
989 **Gauthier- Yes. Motion passed.**

990 XV. Meeting Adjourned

991 **Ms. Lawrence motioned to end the public meeting at 10:11PM. Ms. Kuzsma seconded the**  
992 **motion. The vote was unanimous, motion passed.**

993 **Grondstra- Yes, Taylor- Yes, Glover- Yes, Grund- Yes, Torres- Yes, Eckhoff- Yes,**  
994 **Lawrence- Yes, O’Keefe- Yes, Coughlan- Yes, Kuzsma- Yes, Parisi- Yes, Behm- Yes, and**  
995 **Gauthier- Yes. Motion passed.**

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