

# SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts

ADAM A. STEEL  
Superintendent of Schools

CHRISTINE M. LANDWEHRLE  
Assistant Superintendent

MARGARET A. BEAUCHAMP  
Director of Student Services

MICHELE CROTEAU  
Business Administrator



## SAU #39 Board Meeting

Thursday, November 14, 2019 – 6:00 PM

Souhegan High School  
412 Boston Post Road  
Amherst, NH 03031

Agenda Item	Time	Desired Action	Backup Materials
Call to Order	6:00 PM	<i>Chair of the SAU #39 Board, Ms. Amy Facey, to call the meeting to order.</i>	None
Public Input I of II	6:05 PM		None
Superintendent's Report	6:10 PM	<i>Mr. Steel to present his Superintendent's Report</i>	None
FY' 21 School Calendar Approval	6:20 PM	<i>Superintendent Steel to review the FY' 21 School Year Calendar</i>	None
Individual Board Reports	6:30 PM	<i>Board Chairs to give updates on their individual boards</i>	None
Consent Agenda- Approval	6:40 PM	<i>1. Draft Minutes Oct 22<sup>nd</sup>, 2019 2. Oct 2019 Treasurer's Report 3. Policy from Oct 2019 Meeting- BEDG</i>	<i>10 22 19 Draft Minutes Oct 2019 Treasurer's Report Policy BEDG</i>
Policies for SAU- First Reading	6:45 PM	<i>SAU Board to review Policy JIH</i>	Policy-JIH
Policies for SAU- Motion to Move to individual Boards	6:55 PM	<i>SAU Board to review and move to Individual Boards- JIH</i>	(See above)
Teacher Leader Effectiveness Update	7:00 PM	<i>Assistant Superintendent, Ms. Christine Landwehrle to provide the Board an update on TLE.</i>	TLE Executive Summary
Public Input II of II	7:10 PM		
Non-Public Session	7:15 PM	<i>RSA 91-A:3, II ()</i>	
Meeting Adjourned	7:30 PM		

SAU #39 Board Meeting

Tuesday, October 22<sup>nd</sup> 2019

Meeting Minutes- Not Approved

Attendees:

Administrative Team: Adam Steel- Superintendent, and Christine Landwehrle- Assistant Superintendent

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.

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

Board Minutes: Danae A. Marotta

SHS Student Videographer: Shannon Hargreaves

Public: Shannon Gascoyne, Amherst NH, Stephanie Grund, 5 Colonel Wilkins Road, Amherst NH, Kathleen Peal, Esq. Wadleigh, Starr & Peters, P.L.L.C., Manchester, NH 03101 and Community Members

I. Call to Order

**Chair of the SAU #39 Board, Ms. Amy Facey called the meeting to order at 6:04 PM.**

II. Public Input I of II

No Public Comment

III. Superintendent's Report

Superintendent's Report Card

Superintendent, Mr. Adam Steel, remarked that they updated the Superintendent's Report Card with the help from Ms. Galen Tremblay, SAU #39 Data Coordinator. The idea is that this will be a visualization on their website and members of the public can drill down and review data. They plan on adding this to the website in rudimentary form for the beginning.

SAU #39 Budget for FY'21

He then noted that he wanted the Board to get a first look before this goes to the SAU Budget Committee. There is an increase of 3.1% or \$73K, with a shift in the Data Coordinator position from Souhegan to the SAU (\$31K), salary and benefit adjustments (\$34K), software increases (\$13K) and other adjustments (-\$5K).

The total proposed budget is \$2,411,359.

34 Their next step is the SAU Budget Committee meeting and review then the November public  
35 hearing.

36 One thing to note, is that there is a shift because of enrollment and it moves an additional 3.8%  
37 of additional weight to Amherst.

38 Mr. Gauthier asked if it has been already included in the Amherst budget.

39 Mr. Steel replied that he is not sure what SAU #39 Business Administrator, Ms. Michele  
40 Croteau, has added as a place holder but it will be approx. \$100K.

#### 41 Strategic Planning Meetings

42 As the Board may remember, these are meetings with him speaking to groups about the Strategic  
43 Vision. These are meetings that are completed or scheduled and have been very positive. He then  
44 encouraged the Board to let him know if they have any other suggested groups that he should  
45 meet with.

46 Mr. Driscoll asked about recording the meetings and posting them.

47 Mr. Steel replied that he was thinking after all the meetings are complete he would post a short  
48 video.

49 Mr. Eckhoff asked where are the meetings posted.

50 Mr. Steel replied that the individual groups are posting them.

51 Mr. O'Keefe asked about the SAU #39 Budget Committee.

52 Mr. Steel asked if each of the individual boards have assigned their representatives.

53 Discussion ensued.

54 Ms. Taylor asked if Superintendent Steel has presented it to parents.

55 Mr. Steel replied, not yet, but he is favorable to anything.

56 The Board thanked Superintendent Steel.

#### 57 IV. Individual Board Reports

58 Ms. Sarah Lawrence, Chair of the MVSBB, mentioned that their Year of Math has kicked off very  
59 well. They are having lighting issues with higher than expected electric bills but are working to  
60 resolve them.

61 Ms. Elizabeth Kuzsma, Chair of the ASB, noted that they already started their budget process. At  
62 C/W this week, the PTA is doing an amazing fundraiser, The Fun Run. Every day in the  
63 classrooms they are doing character building, with themes such as being respect, kindness,  
64 generosity, and truthfulness. Everyone is so excited about it and they exceeded their original goal  
65 of \$20K. The new goal is \$40K and as of right now they are at \$31K.

66 Mr. Jim Manning, Chair of the SCSB, noted that interim SHS Principal, Mr. Bill Hagen, has  
67 been doing an excellent job. They have a Principal's Search Committee that is well under way

68 with Ms. Peggy Silva as Chair. As of right now, it is a launch committee and they will start to  
69 hear from candidates. He noted that they are starting to get Letters of Interest and that is exciting.

70 The Board thanked Ms. Lawrence, Ms. Kuzsma and Mr. Manning.

71 V. Consent Agenda

72 **Mr. Glover motioned to accept the Consent Agenda 1. Draft Minutes Sept 19th, 2019, 2.**  
73 **Sept 2019 Treasurer's Report, 3. Policies from Sept 2019 Meeting- Policy Packet**  
74 **BBAB/BDB, BBBH-R, BDC, BDD, BEB, BEDA, BEDB, BGA, BGC, DKC, and**  
75 **GBEC/ADB. Mr. Coughlan seconded the motion.**

76 Ms. Facey asked for Board comments or questions.

77 Ms. Taylor asked about Policy BGA on page 30. She added that it is her understanding that  
78 NHSBA is a company.

79 Superintendent Steel replied that the New Hampshire School Board Association, is just defining  
80 where the codifying system came from.

81 Mr. Coughlan added that the they have three paid staff and the rest is school board.

82 Ms. Facey remarked that she believes that they have 4 paid staff.

83 Mr. Coughlan noted that each of the three boards here, chooses to keep in the system and use the  
84 NHSBA.

85 Ms. Taylor added that she is not questioning the usage but believes that they should have free  
86 choice.

87 Mr. Chen asked for clarification, and noted that she has a valid point.

88 Ms. Kuzsma mentioned that this policy is about how they create policies and she views it as  
89 citing a source.

90 Ms. Facey suggested that they pull out policy BGA and send it back to the Policy Committee.

91 Mr. Manning disagreed and added that it serves as a general guideline. He then suggested that  
92 they move forward with the meeting.

93 **Mr. Coughlan motioned to accept the Consent Agenda items 1. Draft Minutes Sept 19th,**  
94 **2019, 2. Sept 2019 Treasurer's Report, 3. Policies from Sept 2019 Meeting- Policy Packet**  
95 **BBAB/BDB, BBBH-R, BDC, BDD, BEB, BEDA, BEDB, BGC, DKC, and GBEC/ADB. Mr.**  
96 **Manning seconded the motion. The vote was unanimous, motion passed.**

97 **Ms. Kuzsma motioned to pass Policy BGA. Mr. Coughlan seconded the motion. 13 in favor,**  
98 **Ms. Taylor opposed. Motion passed.**

99 VI. Policies for SAU-First Reading

100 Assistant Superintendent Landwehrle explained that the wrong policy got added to the packet,  
 101 there were two versions, and this is the correct one. The old one discussed a Minutes Book and  
 102 they want it to reflect the current practice.

103 Ms. Facey asked for discussion on Policy BEDG-Minutes.

104 There was no discussion.

105 VII. Policies for SAU- Motion to Review and Move to Individual Boards

106 **Ms. Kuzsma motioned to move BEDG-Minutes to the individual boards. Mr. Glover**  
 107 **seconded the motion. The vote was unanimous, motion passed.**

108 VIII. School Start Time Recommendation

109 Superintendent Steel discussed that they have been talking about school start time for a while  
 110 and figuring out what is best for their students.

111 He then reviewed the timeline:

- 112 • Feb 2018: Public Survey where 2/3 of parents supported change to 7:55am/8:30am
- 113 • Dec 4, 2018: Public Forum about later start times for all
- 114 • Jan 24, 2019: Board Motion for recommendation by 11/30 (after two public forums on  
 115 the topic)
- 116 • October 22, 2019: Board Discussion
- 117 • Public Forums: Will be scheduled with board input
- 118 • November 14<sup>th</sup> 2019: Final Decision

119 He then read the three options:

- 120 • Option 1: Move start times to 8:00AM and 8:45am for Sept, 2020
- 121 • Option 2: Commit to the move for Sept, 2021
- 122 • Option 3: Move all schedules back 10-15 minutes

123 He then reviewed the considerations: An additional bus for MV is needed in any scenario, a flip  
 124 may require an additional bus in Amherst, after-school childcare must be formalized for  
 125 elementary students, additional bus transportation options must be considered (early arrival, late  
 126 busses), athletic schedules will need to be adjusted, where possible, AMS schedules will be  
 127 changed in FY 21 regardless of change, SHS schedule cannot waterfall due to CTE and other  
 128 issues, but schedule change is likely to occur anyway that would help with time change, and SHS  
 129 has other issues related to CTE, after-school jobs, etc.

130 Ms. Grudzien asked what the acronym CTE stands for.

131 Mr. Steel replied, Career and Technical Education.

132 He added that they are all in agreement that the school schedule should match the sleep schedule.  
 133 Additionally, California has made later start times mandatory. He is looking to gather feedback.

- 134 He then explained that there might be unintended consequences that they are not prepared for,  
135 for example, fewer parents driving their children means additional busses.
- 136 Ms. Grudzien asked Mr. Steel for his thoughts.
- 137 Mr. Steel replied that he supports what is best for the children. He has several children in the  
138 schools and it will impact each one differently. It is not a question of “if” but “when”.
- 139 Ms. Grudzien remarked that it does not make sense to keep putting it off.
- 140 Ms. Kuzsma mentioned that she served on the committee and they know that this is best for their  
141 students. The delay gives them time to smooth out the nuances.
- 142 Mr. Glover noted that the budget is currently under review. He suggested to have it properly  
143 planned and budgeted.
- 144 Mr. Manning asked what Superintendent Steel is asking.
- 145 Mr. Steel replied that he is looking for Board feedback.
- 146 Mr. Gauthier asked about the additional bus in Amherst and MV.
- 147 Ms. Lawrence asked about the cost of a bus.
- 148 Mr. Steel replied approx. \$60K a bus. Additionally, the elementary school students need longer  
149 to get on and off a bus.
- 150 Ms. Lawrence noted that she is more in line with what Ms. Grudzien is thinking.
- 151 Ms. Kuzsma mentioned that she has heard from parents and they want concrete answers.
- 152 Mr. Coughlan suggested that they pick a date of 2021 and have the public forums. It is going to  
153 happen unless they explicitly stop.
- 154 Ms. Facey noted that she cannot agree to just figure it out for next year. Additionally,  
155 club/activity time is important.
- 156 Mr. Driscoll remarked that classroom time is very important.
- 157 Mr. Gauthier commented that he believes that it will be more expensive than they think. He  
158 added that even a 6-8-month notice is short and a longer time will be more palatable.
- 159 Mr. O’Keefe remarked that inaction is really the true problem here. If they have a public forum,  
160 have it in November. Parents do want this but there are a lot of obstacles, CTE, after-school  
161 athletics, clubs, etc. If they are not going to make the change, in September, then they are kicking  
162 the can.
- 163 Mr. Taylor remarked that the system now has served her children well. She then commented that  
164 her daughter would stay up till 11:00 at night to finish her AP school work.
- 165 Ms. Behm added that she wants to do it right and not poorly, either commit or don’t. This year  
166 they worked to change the bus routes and made moves in the right direction. She emphasized  
167 that she feels strongly about it and is committed.

168 Ms. Grudzien mentioned that the feedback she has heard from parents is that people want to  
 169 plan. She added that a public forum should probably be informational. You are not going to  
 170 please everyone. They need to vote on the 2021 or they dissolve it.

171 Ms. Taylor remarked that it seems like they have two different issues.

172 Mr. Steel clarified Option 3, move all schedules back 10- 15 minutes.

173 Ms. Taylor added that with the Strategic Vision they are looking at students taking college  
 174 courses, which means that they will staying up later.

175 Mr. Manning noted that he is already hearing a plan.

176 Mr. Gauthier added that they have 3 months to figure out the budgetary concerns. He then noted  
 177 that their window is a lot shorter than they think.

178 IX. Public Input II of II

179 Ms. Shannon Gascoyne, Amherst NH, remarked that the public was surveyed and there were  
 180 forums were held. She agreed with Ms. Grudzien and Mr. Manning. This meeting being live  
 181 streamed is a step in the right direction.

182 This change will clearly affect her family life. They (administration) do not ask the public when  
 183 they make curriculum changes, and believe that it is best thing for their learners. They have the  
 184 opportunity to lead their region and this Board to be a leader.

185 Ms. Stephanie Grund, 5 Colonel Wilkins Road, Amherst NH, remarked that she has differing  
 186 opinions from Ms. Gascoyne. She then discussed that as great as it is to push back the school day  
 187 it will have an impact on the students at night. For the high school, they have an hour for  
 188 activities, then sports and then have to eat and do their homework. No one has asked the students  
 189 their opinions. She wishes there can be a happy medium but is not sure there is.

190 Ms. Facey asked if the Committee or Superintendent Steel is asking for a vote tonight.

191 Mr. Steel replied that he was looking for board feedback. He will be coming back with a  
 192 recommendation targeting the Fall of 2021 and that they are committed. It will give them time to  
 193 connect with afterschool care providers, and empower the high school to address their scheduling  
 194 issues. They have surveyed the students and can certainly do it again. If at any time they find a  
 195 road block they can stop.

196 Ms. Kuzsma added as a member of the subcommittee, they had a lot of brain storming ideas.  
 197 She then asked if they can keep the committee intact.

198 Mr. Steel replied, yes, and noted that they did complete a comprehensive report.

199 **Mr. O'Keefe motioned to effectively endorse the Superintendent's recommendation for**  
 200 **later start time starting in FY' 21 and do all the things needed on the path to do so. Ms.**  
 201 **Grudzien seconded the motion. 13 in favor, motion passed. Ms. Taylor opposed.**

202 The Board thanked Ms. Gascoyne and Ms. Grund for their comments.

203 X. SAU Board Goals

204 Ms. Facey noted that Board Goals are completed at an individual board level. They have given  
205 direction to Superintendent Steel on a number of issues/ items and now that they have a Strategic  
206 Vision it makes sense to formalize the process. They are trying to act as one with their Strategic  
207 Vision.

208 Mr. Coughlan discussed that they need to set some goals for the Superintendent and the biggest  
209 issue with this timeline is that the Board changes each March. He is advocating that they set  
210 large multi-year goals for the Superintendent. He would like to set in place a process that gets the  
211 goal setting going, next month. This Board reaches some semi conclusions and allows for the  
212 March reset. He is confident with the day to day operations in the SAU #39 and suggested that  
213 they keep going with the larger goals.

214 He added that the problem with individual board goals is that each board does not hire or fire the  
215 Superintendent or decide his compensation. Only all of them together, are able to impact him and  
216 his compensation.

217 Mr. Gauthier replied that the individual board goals are imperative, they need to have short  
218 focused goals that can be measured and not going to change potentially every six months.

219 Mr. Coughlan replied that what they have fits this model now. He added that it is one system.

220 Mr. Chen added that one thing that he thought was missing was a point of entry for  
221 Superintendent Steel to submit his goals and they can comment on that.

222 Ms. Facey mentioned that she agrees that this is part of the complication of where they are with  
223 three districts and an SAU. She recommended that they start the process and to see if that makes  
224 sense. Perhaps they can discuss this at the 4 Chairs Meeting and make a plan to have this on the  
225 agendas moving forward.

226 The Board thanked Mr. Coughlan.

227 XI. Reconfiguration Subcommittee Recommendations

228 Ms. Sarah Lawrence, Chair of the Reconfiguration Subcommittee discussed that they reviewed  
229 three different options, K-12, 5/6-12 and the Streamlined model.

230 She then explained that the three models require trust and an aligned commitment to the quality  
231 education and community that SAU 39 posits in their Mission and Vision. The K-12 Cooperative  
232 model offers opportunity for equity of education/experience, fully aligned curriculum and the  
233 flexibility to address space and staffing, both now and in the future, so that taxes may be more  
234 stable.

235 There are risks and benefits for taxpayers in both communities that may trigger fear. Shifting into  
236 a K-12 model would require a huge effort in both communities as well as significant  
237 negotiations. The 5/6-12 is a moderate step, but the gains are small for the effort required and the  
238 added Union complexity.

239 Continued Streamlining is the model recommended by the majority of the Sub-Committee with  
240 the acknowledgement that the benefits of K-12 is the ideal they are striving to reach.

241 Ms. Kuzsma commented that she is confused with the Union situation.

242 Ms. Kathleen Peal Esq. Wadleigh, Starr & Peters, Manchester, NH, explained that if you  
243 embarked on the K-12 model you would be bringing all of the employees from your existing  
244 elementary schools, middle school and high school, into to one single employer.

245 Right now, you have each with their own employer. If you brought everyone into a K-12, it will  
246 simplify your labor relations with one employer with one bargaining unit, and probably one for  
247 support staff. There would also be issues with Souhegan as they are not unionized. They might  
248 also need an election if they want to be represented. They did not get too far in looking at the  
249 Souhegan as the committee was more focused on the 5/6- 12 model.

250 Under the 5/6-12 model, it would be terribly complicated. Amherst would continue to exist but  
251 you would be taking your middle school staff and they would be employed by Souhegan. The  
252 unions would have to figure out if they would remain separate or combine. You have one  
253 employer and half of the employees are unionized and half that are not.

254 It is very complicated to move just part of the existing Amherst bargaining unit to a new  
255 employer that does not have a bargaining unit. The K-12 has some issues, but it is simpler  
256 because it is one employer with all employees.

257 Mr. Coughlan mentioned that he does the Souhegan negotiations with the PPC.

258 Ms. Peal replied that she has had conversations with the Executive Director of the PELRB and  
259 even he was perplexed. This is a unique situation.

260 Before you embark on this, the Board Reps should have conversations with the Union rep about  
261 what the consolidation plan looks like and what direction the Union would intend. You would  
262 want to have those discussions with the Union to know what they want to do and see if the  
263 parties are aligned. It would be those kinds of preliminary discussions that you would need to  
264 have.

265 Ms. Kuzsma asked what if they had members of the middle school staff that wanted to join the  
266 PPC.

267 Ms. Peal remarked that it would not be possible, they are not employees of the high school.

268 Mr. Glover asked about the functional difference between the two options.

269 Ms. Peal replied under the option of the K-12 you would no longer have the employers of  
270 Amherst and Mont Vernon School Districts. They would be absorbed by the Souhegan  
271 Cooperative District. The end result is either there is one Union or no Union and it would have to  
272 have an election.

273 Mr. Glover asked about existing rights.

274 Ms. Peal replied that under the 5/6-12 model the elementary staff keep their rights as is. Under  
 275 the K-12 everyone is moving to one single employer. She is thinking that the PLERB will say  
 276 that they need to have an election. The K-6 model will leave you with three employers.

277 Ms. Taylor asked about the majority under the K-12 model.

278 Ms. Peal replied that everyone would get a vote K-12.

279 Ms. Lawrence added that is why they came to option number three. They are still continuing  
 280 with the good work that they are doing and if there is something that they are working towards it  
 281 would be that K-12 full consolidation.

282 Mr. O'Keefe mentioned that it is not insurmountable and can be negotiated through contracts. He  
 283 then noted that they are not ready to do everything but will continue with streamlining.

284 Mr. Glover recommended that they do everything they possibly can to investigate and move  
 285 forward to a full consolidation. So that you can present a real plan to the community.

286 Ms. Lawrence added that she too would vote for the full consolidation and is looking at what is  
 287 best for the kids.

288 Ms. Behm applauded the committee and Ms. Peal, adding that this is helpful and comprehensive.

289 Ms. Kuzsma asked about putting the buildings in the ownership of the Town.

290 Ms. Peal, replied, yes, if it was a K-12. It is possible to do that.

291 Mr. Gauthier asked if there were Town Reps that were involved with these meetings.

292 Ms. Grudzien replied, no. This was very late in their committee discussions.

293 Discussion ensued.

294 Mr. Glover added that they would have to figure out what to do with the tuition for the middle  
 295 school and high schools.

296 Ms. Kuzsma asked if they need motions tonight.

297 Ms. Grudzien asked about getting the MV 6<sup>th</sup> grade to AMS for equity of experience.

298 Mr. Steel replied that he believes that they would both be amiable to that option but that would  
 299 be very expensive for Mont Vernon taxpayers.

300 He then explained that there is nothing that is precluding them to streamlining. He noted that  
 301 they already act as if they are one school system, in the sense that it is reasonable and rational,  
 302 and see how that goes. Additionally, this all boils down to two tax rates.

303 **Mr. Chen motioned to adopt the committee recommendation of continued streamlining**  
 304 **process as the default at least until they have something else that they want to consider.**  
 305 **Mr. Glover seconded the motion.**

306 Ms. Facey asked for discussion.

307 Mr. Glover mentioned that he would like to see the financial impact.

308 Mr. Steel replied that two years ago he did a proforma. At that time it adjusted about \$350,000 in  
309 MV's favor. It was partially due to removing the MV Tuition.

310 Mr. Glover asked about having administrative efficiencies.

311 Mr. Steel replied that the biggest issue is the impact on labor. They will not know until they  
312 actually go through the process.

313 Mr. Glover asked about the employee protections. He then asked if they, as an employer, can  
314 build a new agreement from scratch.

315 Ms. Peal replied, if everyone comes over to one employer and there is an election, then yes.  
316 There is no existing bargaining agreement in Souhegan.

317 Mr. Coughlan thanked the committee and suggested that they dissolve the committee. He then  
318 added a special thanks to Chair of the Committee, Ms. Lawrence.

319 **Mr. Chen motioned to adopt the Committee's recommendation of continued streamlining**  
320 **and to dissolve the current Reconfiguration Subcommittee. Ms. Behm seconded the motion.**  
321 **13 in favor, motion passed. Mr. Glover opposed.**

322 Ms. Facey added that it sounds like what is in the best interest of students is K-12. She agrees  
323 that there is work to be continued and agreed with Superintendent Steel that they can create more  
324 efficiencies.

325 Ms. Behm suggested that they start with individual Board Chairs to look at the first steps.

326 Mr. Glover added that they should continue to work on streamlining and iron out the details.

327 Ms. Facey remarked that they will add this to the 4 Chairs Agenda.

328 **Mr. Glover motioned to develop a committee to continue investigating a consolidation Pre-**  
329 **K- Grade 12. Mr. Chen seconded the motion.**

330 Ms. Facey asked for Board discussion.

331 Mr. O'Keefe suggested that they take it one step at a time.

332 **Mr. O'Keefe motioned to table the discussion on developing a committee to continue**  
333 **investigating a consolidation Pre-K- Grade 12. Ms. Kuzsma seconded. 13 in favor, motion**  
334 **passed. Mr. Glover opposed.**

335 XII. Public Input II of II

336 No Public Comment

337 XIII. Non-Public Session RSA 91-A:3 II (a)

338 **Ms. Kuzsma motioned to enter into Non-Public Session RSA 91-A:3 II (a) at 8:45 PM. Ms.**  
339 **Lawrence seconded the motion.**

340 **Ms. Facey called a Roll Call: Facey-Yes, Coughlan- Yes, Chen-Yes, Taylor-Yes, Kuzsma-**  
341 **Yes, Behm-Yes, Glover-Yes, Gauthier-Yes, Grudzien-Yes, Lawrence- Yes, Eckhoff-Yes,**  
342 **Driscoll-Yes and O’Keefe-Yes.**

343 Other persons present during Non-Public Session: None

344 Description of matters discussed and final decisions made: Superintendent Evaluation

345 **Mr. Chen motioned to leave Non-Public Session. Ms. Kuzsma seconded the motion. The**  
346 **vote was unanimous, motion passed.**

347 Public session reconvened at 9:32PM.

348 **Mr. O’Keefe motioned to establish a salary increase pool for FY’21 of \$40,000. Ms. Taylor**  
349 **seconded the motion. The vote was unanimous, motion passed.**

350

# SCHOOL ADMINISTRATIVE UNIT #39 TOWN OF AMHERST, NH Treasurer Report

## October-2019

School Administrative Unit #39		
Town of Amherst, NH		
Monthly Report of the Treasurer		
as of 10/31/2019		
Cash on hand	10/1/2019	\$82,961.04
Deposits		\$404,749.39
AP-PR		(\$274,467.96)
Balance on hand	10/31/2019	\$213,242.47

Filename: 2019-10-SAU39 Treasurer Report.xlsx  
Month 10/1/2019

**SAU#39**  
**Monthly Reconciliation Report**  
**Combined Accounts**

<b>October-19</b>	<b>Peoples United</b>	<b>Peoples United</b>	<b>TOTAL</b>
	<b>*1191</b>	<b>*760</b>	
	<b>Cash Management</b>	<b>Municipal Checking</b>	
<b>10/31/2019</b>	<b>\$313,910.98</b>	<b>\$10,000.00</b>	<b>\$323,910.98</b>
<b>Deposits in Transit: (add)</b>			
<b>Outstanding Checks: (subtract)</b>			
<b>a) Accounts Payable</b>		<b>\$(42,945.38)</b>	
<b>b) Payroll</b>		<b>\$(65,739.49)</b>	
<b>c) Payroll Direct Deposit &amp; IRS</b>		<b>\$(1,983.64)</b>	
<b>Total Outstanding</b>		<b>\$(110,668.51)</b>	<b>\$(110,668.51)</b>
<b>Reconciled Book Balance</b>			<b>\$213,242.47</b>
<b>Balance from Treasurer's Journal</b>			<b>\$213,242.47</b>
<b>Difference</b>			<b>\$(0.00)</b>

**School Administrative Unit #39**

**Town of Amherst, NH**

**Treasurer's Cash Journal**

<b>Date</b>	<b>Deposits Description</b>	<b>Deposit Total</b>	<b>Date</b>	<b>Expenditures Description</b>	<b>Amount</b>	<b>Balance</b>
<b>10/1/2019</b>	<b>Beginning Balance</b>					<b>\$82,961.04</b>
10/2/2019	Deposit: SCSD, MVSD, ASD	\$110,306.40	10/1/2019	Payroll Direct Deposit pp7 v 6151	(\$38,808.58)	\$154,458.86
10/16/2019	Deposit: SCSD, MVSD, ASD	\$27,206.29	10/1/2019	Payroll Direct Deposit pp7 v6152	(\$4,792.02)	\$176,873.13
10/23/2019	Deposit: ASD, MVSD, misc	\$185,277.34	10/15/2019	Payroll Direct Deposit pp8 v6156	(\$38,887.42)	\$323,263.05
			10/15/2019	Payroll Direct Deposit pp8 v6157	(\$4,785.81)	\$318,477.24
			10/29/2019	Payroll Direct Deposit pp9 v6161	(\$40,262.50)	\$278,214.74
			10/29/2019	Payroll Direct Deposit pp9 v6162	(\$4,781.42)	\$273,433.32
			10/3/2019	Payroll IRS pp7 v6154	(\$7,555.19)	\$265,878.13
			10/17/2019	Payroll IRS pp8 v6159	(\$7,503.70)	\$258,374.43
			10/31/2019	Payroll IRS pp9 v6164	(\$8,003.86)	\$250,370.57
			10/4/2019	Payroll 457 pp7 v6153	(\$1,983.16)	\$248,387.41
			10/18/2019	Payroll 457 pp8 v6158	(\$1,984.10)	\$246,403.31
			10/31/2019	Payroll 457 pp9 v6163	(\$1,983.64)	\$244,419.67
			10/3/2019	Payroll v7 ck400275-400275	(\$346.31)	\$244,073.36
			10/31/2019	Payroll v9 ck400311-400312	(\$413.26)	\$243,660.10
			10/3/2019	Payroll v6155 ck400276-400277	(\$1,191.26)	\$242,468.84
			10/17/2019	Payroll v6160 ck400289-400289	(\$570.56)	\$241,898.28
			10/31/2019	Payroll v6165 ck400313-400315	(\$65,326.23)	\$176,572.05
						\$176,572.05
10/31/2018	Heartland Payment Services	\$81,873.81				\$258,445.86
			10/10/2019	A/P v1717 ck400278-400288	(\$4,637.41)	\$253,808.45
10/31/2019	Interest - Cash Management	\$85.55	10/24/2019	A/P v1718 ck400290-400310	(\$40,651.53)	\$213,242.47
						\$213,242.47
						\$213,242.47
<b>10/31/2019</b>	<b>Ending Balances</b>	<b>\$404,749.39</b>			<b>(\$274,467.96)</b>	<b>\$213,242.47</b>
				Payroll Direct Deposit	(\$147,376.64)	
				Payroll	(\$15,905.59)	
				AP	(\$111,185.73)	

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SAU39 Treasurer's Report  
Unreconciled Check Register

Uncleared Transactions  
SAU39 Checking 0760

Num	Date	Payee	C Memo	Category	Amount
Expense Categories					
Payroll Ded					
400313	10/31/2019	HEALTHTRUST, INC.	6165 Payroll Ded		(\$28,192.54)
400314	10/31/2019	MONY LIFE INSURANCE COMPANY OF A	6165 Payroll Ded		(\$631.70)
400315	10/31/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6165 Payroll Ded		(\$36,501.99)
Total Payroll Ded					(\$65,326.23)
Payroll					
400311	10/31/2019	Hargreaves, Shannon R	9 Payroll		(\$66.95)
400312	10/31/2019	Marotta, Danae A.	9 Payroll		(\$346.31)
Total Payroll					(\$413.26)
Expense!					
400245	9/12/2019	MONT VERNON SCHOOL DISTRICT	1715 Expense!		(\$1,910.00)
400246	9/12/2019	MOULTON'S MARKET	1715 Expense!		(\$208.86)
400261	9/26/2019	CENTER FOR RESPONSIVE SCHOOLS, I	1716 Expense!		(\$90.00)
400279	10/10/2019	EDUCATION WEEK	1717 Expense!		(\$35.00)
400282	10/10/2019	GOT INK 4U	1717 Expense!		(\$49.99)
400290	10/24/2019	AMERICAN PAYROLL ASSOCIATION	1718 Expense!		(\$254.00)
400291	10/24/2019	BUCKLEY DISPOSAL SERVICES	1718 Expense!		(\$34.00)
400292	10/24/2019	DUDE SOLUTIONS INC	1718 Expense!		(\$2,734.89)
400293	10/24/2019	ELECTRICAL SUPPLY OF MILFORD, IN	1718 Expense!		(\$32.09)
400294	10/24/2019	GOVCONNECTION, INC.	1718 Expense!		(\$106.98)
400295	10/24/2019	GRELLA AND SON LANDSCAPING, INC.	1718 Expense!		(\$126.00)
400296	10/24/2019	HEALTHTRUST, INC.	1718 Expense!		(\$2,261.04)
400297	10/24/2019	LEARNING A-Z	1718 Expense!		(\$699.71)
400298	10/24/2019	LIBERTY PCS	1718 Expense!		(\$2,098.00)
400299	10/24/2019	MBG CONSULTING, LLC	1718 Expense!		(\$250.00)
400300	10/24/2019	MIZUNI, INC.	1718 Expense!		(\$11,400.00)
400301	10/24/2019	NHASEA	1718 Expense!		(\$325.00)
400302	10/24/2019	ONE SOURCE SECURITY & AUTOMATION	1718 Expense!		(\$63.85)
400303	10/24/2019	SAFARI MONTAGE	1718 Expense!		(\$8,336.57)
400304	10/24/2019	SLACK TECHNOLOGIES, INC.	1718 Expense!		(\$3,863.49)
400305	10/24/2019	SOULE, LESLIE, KIDDER, SAYWARD	1718 Expense!		(\$616.00)
400306	10/24/2019	Steel, Adam A.	1718 Expense!		(\$495.72)
400307	10/24/2019	VARI SALES CORPORATION	1718 Expense!		(\$470.00)
400308	10/24/2019	W.B. MASON CO., INC.	1718 Expense!		(\$14.98)
400309	10/24/2019	WADLEIGH, STARR & PETERS, P.L.L.	1718 Expense!		(\$4,474.21)
400310	10/24/2019	WEB ACTIVE DIRECTORY LLC	1718 Expense!		(\$1,995.00)
Total Expense!					(\$42,945.38)
Total Expense Categories					(\$108,684.87)
Grand Total					(\$108,684.87)

**BEDG - MINUTES**

*Category: Recommended*

Under RSA 91-A, the school board, and each of the school board's committees (whether standing or ad hoc, or whether deemed a sub-committee or an advisory committees) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

- 1) the names of members participating,
- 2) persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting;
- 3) a brief description of each subject matter discussed;
- 4) identification of each member who made a first or second of any motion;
- 5) a record of all final decisions;
- 6) When a recorded roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
- 7) In the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the discussion." (See RSA 91-A:2, II-a.).

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at the time - prior to any vote to seal, or if sealed, provided to Board at the meeting at which they are to be approved.

Draft minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed in accordance with the procedure described in the preceding paragraph.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized.

All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent.

## AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

### BEDG - MINUTES

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

#### **District Policy History:**

*First reading:* \_\_\_\_\_

*Second reading/adopted:* \_\_\_\_\_

*District revision history:*

#### **Legal References:**

*RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public*

*RSA 91-A:2,II-a,*

*RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions*

*RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection*

First Reading Policy:

JIH- Student Searches and Their

Property (For SAU 11 14 19 Meeting)

**JIH - STUDENT SEARCHES AND THEIR PROPERTY**

*Category R*

The superintendent, principal, security personnel of the school or other authorized personnel as designated by the superintendent may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; prohibited electronic devices; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.
3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.
6. Whenever possible, two authorized persons shall be present during any search of a student or student property.
7. The Superintendent is authorized to arrange for the use of trained canines to aid in the search process.
8. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and

## **AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY**

held for release to proper authority.

In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.

Searches of student automobiles are governed by Board Policy JIHB.

### **Legal References:**

*NH Constitution, Pt. 1, Art. 19*

*State v. Drake, 139 NH 662 (1995)*

*State v. Tinkham, 143 NH 73 (1998)*

*Appendix JIH-R*

# SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts

ADAM A. STEEL

*Superintendent of Schools*

CHRISTINE M. LANDWEHRLE

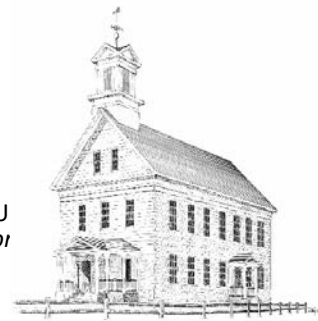
*Assistant Superintendent*

MARGARET A. BEAUCHAMP

*Director of Student Services*

MICHELE M. CROTEAU

*Business Administrator*



To: Adam Steel, Superintendent of Schools

From: Christine Landwehrle, Assistant Superintendent

RE: Teacher Leader Effectiveness Update

November 7, 2019

## **Executive Summary**

The Teacher and Leader Effectiveness Committee met this summer to review feedback from the leadership team and make recommendations for updates to our teacher evaluation system. The committee is in support of updating our observation forms to make them more user friendly and easier to understand. They are also in agreement on changing our observation system cycle from a school year cycle to one that runs from March 1<sup>st</sup> to end of February. The committee also recommended reducing the number of observations for continuing contract teachers from three per year to two.

## **Background Information**

The Teacher Leader Effectiveness committee was formed in the 2012-2013 school year as a program review committee. The committee was charged with reviewing current research on teacher and leader evaluation and making recommendations to the SAU board on the content and procedures of our teacher and leader evaluation system. The committee recommended the use of Thoughtful Classroom Teacher Effectiveness Framework as our observation tool which was approved by the SAU board on June 26, 2014.

## **Feedback and Recommendations on Evaluation System Updates**

As we finished our first year of using Frontline Professional Growth software to house our observations, the leadership team met this summer to gather feedback on Frontline and our observation system as a whole. The following areas of challenge emerged:

- **Design and format of observation forms in Frontline** – The forms were not designed by Frontline in a user-friendly manner. They are very long which requires a lot of scrolling, adding to the time administrators spend writing up observations. The forms are visually cluttered and are difficult for teachers to read and interpret. Since Thoughtful Classroom is a coaching model

and the observer is not rating or ranking the teacher, it is not always clear to staff when something is a suggestion or when a change in practice is required.

- **Number of observations each year** – While building leaders are in classrooms often, with their many other responsibilities it is challenging to complete the number of observations required in our system.
- **Observation cycle** – Our observation cycle was set up to match our school year rather than to end just prior to our staffing determination in March.

I met with our Teacher Leader Effectiveness Committee on August 23, 2019 to discuss the above challenges and share recommendations from the leadership team. The committee reviewed and discussed those recommendations and came to consensus on the following:

- **Forms in Frontline** – The committee was in agreement on making the forms more user friendly and clear to staff in understanding expectations.
- **Number of Observation** – With the update to the forms, the committee felt this would be a time savings for administrators. They were unsure whether additional changes needed to be made to the number and type of observations. The committee felt strongly about the need to continue with formal observations since they are scheduled and allow time for deep discussion around teaching and learning. In looking at the number of observations for new staff, the committee felt that newer staff should have the greatest number of observations and they didn't feel those should be reduced. They felt our system is grounded in a coaching model and without these frequent observations, we aren't able to coach our newer staff. They understood that some of our newer staff have come to us with experience, but it's critical that they receive deep coaching and support to help ease their transition to our districts. They were comfortable reducing the number of informal observations for continuing contract staff from 3 to 2. ([\*See revised observation schedule for professional staff\*](#))
- **Observation Cycle** – The committee was very supportive of moving our observation system to a cycle from March 1<sup>st</sup> to end of February. They were excited about the idea that administrators could observe staff during summer programs to help spread observations out for building leadership. They felt that staff could be observed in any of our summer programs as long as their summer assignment is similar to their school year assignment.

### **Next Steps:**

The Teacher Leader Effectiveness Committee will be meeting soon to review Dimension 10 our professional practice dimension. The committee would like to revise this dimension and develop a system for teacher reflection and feedback from administration on teacher professional practice.

### **Requested Board Action**

1. None: Information only.