

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

Monday, June 1st, 2020 – 6:00 PM

Due to current COVID-19 precautions, board meetings will be conducted via webinar.

Please click the link below to join the webinar:

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Meeting ID: 924 6004 0849

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Agenda Item	Time	Desired Action	Backup Materials
Call to Order	6:00 PM	Chair of the SAU #39 Board, Mr. Stephen O'Keefe, to call the meeting to order.	None
Opening Items	6:00 PM	Board to review the Opening Items: Superintendent's Report, Principals Reports (C/W, MVVS, AMS and SHS), Community Council Update and Committee Updates.	None
Public Comment I of II	6:45 PM		None
Individual Board Updates	6:50 PM	Board Chairs to provide updates on their individual boards- Included is an update from the Joint Facilities Advisory Committee	None
Consent Agenda- Approval	7:05 PM	1. Draft Minutes May 11 th , 2020 2. April 2020 Treasurer's Report	05 11 2020 Draft Minutes April 2020 Treasurer's Report

School Re-Opening	7:10 PM	Board to receive an update regarding school re-opening	None
Grading Software Update	7:35 PM	Assistant Superintendent Landwehrle to provide the Board with an overview of the Grading Software Committee	Executive Summary
Public Comment II of II	7:45 PM		
Non- Public Session	7:50 PM	RSA 91 A:3 II ()	
Meeting Adjourned	8:00 PM		

Consent Agenda Item #1 SAU #39 Board Meeting
Monday, May 11th, 2020
Meeting Minutes- Not Approved

Attendees:

Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent, Michele Croteau- SAU #39 Business Administrator, Bill Hagen- Principal of SHS, Bethany Bernasconi- Principal of AMS, John Schuttinger- Principal of MVVS, Anna Parrill- Principal C/W and Amina Fazlic- Director of Human Resources.

Amherst School Board: Elizabeth Kuzsma- Chair, Tom Gauthier- Vice Chair, Ellen Gruzdien- Secretary, Terri Behm, and Josh Conklin.

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

Mont Vernon School Board: Sarah Lawrence- Chair, Peter Eckhoff- Vice Chair, Scott St. Denis- Secretary, Stephen O'Keefe, and Jessica Hinckley.

Meeting Minutes: Danae A. Marotta

Public: Marilyn Gibson, Amherst NH, and Lisa Eastland, Amherst NH.

I. Call to Order

Chair of the SAU #39 Board, Mr. Stephen O'Keefe, called the meeting to order at 6:05PM.

II. Individual Board Updates

Chair of the Amherst School Board, Ms. Elizabeth Kuzsma, noted that she does not have an update as they have not met yet.

The Board thanked Ms. Kuzsma.

Chair of the Souhegan Cooperative School Board, Mr. Pim Grondstra, noted that they struggled with the overall format of the meeting. They have an additional meeting scheduled to cover the items they could not get to.

The Board thanked Mr. Grondstra.

Chair of the Mont Vernon School Board, Ms. Sarah Lawrence, commented that they have also not met yet. Their meeting is scheduled for after this meeting.

The Board thanked Ms. Lawrence.

Mr. O'Keefe discussed that he and Mr. Coughlan had met with the new board members and they brought them up to speed with changes and reconfiguration. He noted that Mr. Conklin suggested a mentorship program and he thought it was a good idea. He asked board members

from each of the 3 boards that were interested to send him an email. It is a good way to help the new board members.

III. SAU #39 Principals Reports

Ms. Anna Parrill, Principal of Clark/Wilkins, mentioned that some of the highlights include staff that have been excellent with still forming relationships with the students. They continue with the Golden Spatula Luncheons, Reverse Teachers Parade. They have started their student placement process and they continue to meet with staff and talk about next year. Dr. Bernasconi has joined the 4th grade morning meetings, discussing AMS and answering questions from curious 4th graders. A big thank you to the PTA for the 4th grade signs and the teachers are out delivering them to the students. It was Teacher Appreciation last week and she cannot thank the teachers and staff enough.

Dr. Bethany Bernasconi, Principal of AMS, echoed what Principal Parrill had discussed regarding teachers and staff responding to student needs. They have been doing collaborative staff meetings and they are working hard. They have continued with their Anchoring Adult work and continuing with the morning meeting model which is K-5. They are also deeply involved with transitions and she is excited to be greeting students and answer questions. They are also working with Principal Schuttinger and there will be a parent meeting this coming Monday. They are collecting videos from different teachers so that students have faces and names that they can connect with. They are also working with SHS, with some team meetings coming up and trying to honor that transition process in the most positive way possible.

Mr. O'Keefe asked for questions from the Board.

Ms. Gruzdien thanked the Principals for all of their work. She asked Dr. Bernasconi about the past school board meeting with the discussion about winter storage and outdoor play. She asked if they could help.

Dr. Bernasconi replied that they have a group of students, mostly 5th and 6th graders, that are involved and are working on some ideas. They have been working on designing spaces and want to redesign what indoor recess looks like. They want to expand out to student leadership and get as many students as involved as possible. In the future, they will be working with the Amherst PTA in building an outdoor pavilion and will have seating up to 30 students. They are still in the brainstorming and building process and will be looking for the next year to implement those ideas and options for students.

Ms. Gruzdien added that storage was a big issue. She asked Dr. Bernasconi if she can let the students and parents know that the school board is still looking at that.

Dr. Bernasconi replied, yes, they have been looking at storage and the students have been woven into that larger recess process.

Ms. Kuzsma asked Principal Parrill if she could add the enrollment trends for each grade on the Principal Report. She also requested to put the number of teacher observations on both the Principal Reports. She asked about the Launch Pad.

Dr. Bernasconi replied that Launch Pad is their response to having an Anchoring Adult and it is a 20-minute block of time across grades 5-8. 5th grade will be sticking with the morning meeting and that is K-5. Throughout the year there will be opportunities for them to be introduced to the Launch Pad. They will stay with that anchoring adult for three years. The idea is grounded in research and creating a model about breaking down walls and grade levels within the schools. They are really excited.

Ms. Kuzsma asked about student placement and noted they have a lot of parents that are very concerned. In the past, the current teachers have worked together, and administration has worked together. She then asked about the input.

Ms. Parrill replied that they have 29 meetings over the next week with the teachers and the process from last year will remain the same. They are meeting with teachers and keeping in mind social emotional needs. They have received a lot of positive feedback and are looking forward to having those meetings.

Mr. Conklin inquired about the teachers about looping up to different grades.

Principal Parrill replied that they have had serious conversations about looping and they are looking for K-1 and potential 2-3 loop. As a whole, they have had the opportunity to hire some new teachers. They have had some intense conversations over the last month and they are doing teacher placement and teacher shifts. For example, in first grade, they only need 6 and not 7 teachers. They have been having those deep conversations.

Principal of the MVVS, Mr. John Schuttinger, thanked SAU #39 Business Administrator, Ms. Croteau and Assistant Superintendent, Ms. Christine Landwehrle for coordinating with the staff and allowing them back in their classrooms to get materials. He also thanked the maintenance crew for all of their work in their absence.

Principal of SHS, Mr. Bill Hagen, noted that they had teacher appreciation week and wanted to focus on the amazing contributions of the staff and paras.

With respect to remote learning, they are doing some great things. In Ms. Sue Downer's class, they have Kitchen Chemistry. In Ms. Julianne Muller- Northcott's Environmental Science class they are using Flipgrid. In the Art Department, Ms. Martha Rives and students have made paper vessels. He added pictures in his report. Additionally, Mr. David Jasinski has created a video about online etiquette and that relates to remote learning going forward. Math II teachers meet regularly, student support team (SST) meets weekly and the leadership team meets daily.

In regard to student scheduling, they began their preliminary PowerSchool training and that began this week. With schedule design, they have been looking at the current schedules and have made some proposals. They have a Community Council meeting tomorrow and hopefully will have something going forward.

Mr. O'Keefe asked about Board questions.

He asked about transitioning the MVVS to AMS.

109 Mr. Schuttinger replied that to date the students have already had their Course Selection by
 110 Zoom and was moderated by their counselors. They also have the regular meeting with Dr.
 111 Bernasconi that is happening on May 18th over video conference. In the past, they have had a
 112 great shadow day to the facility and then they met with them on the next day. Sadly, that will not
 113 happen again this year. He proposed having a live video tour for the students and he will take all
 114 the necessary precautions with mask and gloves.

115 Mr. O'Keefe inquired about the projects going on at the MVVS.

116 Principal Schuttinger noted that right now they are restoring work in some of the rooms and they
 117 have had tasks that were already accomplished.

118 Mr. O'Keefe commented that there were some roofing tiles that were missing by the backside of
 119 the Gym and by the 6th grade wing. He inquired about the students in the lower grades and if
 120 they have reached a frustration point.

121 Mr. Schuttinger replied that it has been good, there have been dips in engagement. It is getting
 122 nicer out and the weather is a challenge. It is another day of learning in front of the computer and
 123 it is losing its newness and fun and it has been a challenge.

124 Mr. O'Keefe questioned if he has been reaching out to teachers.

125 Principal Schuttinger noted that they get together as a team every Tuesday.

126 Ms. Grund inquired about the students finding out about their classes and if it will be delayed.

127 Principal Hagen replied that they are using a new student information system, PowerSchool.
 128 There is a training system in place, and it depends on how that training goes. He suspects that
 129 they are two weeks later than usual.

130 Ms. Grund asked about the status on using the school fields.

131 Principal Hagen replied that there are a lot of factors, including the Town, State and Federal
 132 Government. He added that it remains to be seen.

133 The Board thanked the Principals.

134 IV. Public Comment I of II

135 No Public Comment

136 V. Committee Updates

137 Chair of the Joint Facilities Advisory Committee, Ms. Amy Facey, noted that she has prepared a
 138 statement.

139 As a reminder the Joint Facilities Advisory Committee was formed to conduct an analysis of our
 140 school infrastructure needs and make recommendations to the Amherst and Souhegan School
 141 Boards. We have been meeting since January and have reviewed the existing Capital Needs
 142 Assessments for our buildings, organized tours of the schools, created virtual tours, and provided
 143 regular communications to the public.

144 As a result of the passing of the Amherst School District Budget, the architectural firm of
145 Lavallee Brensinger was hired to complete a comprehensive study of the facilities in the Amherst
146 School District. This is the same firm that completed the Souhegan 2.0 project several years ago.

147 We have met with Lavallee Brensinger at our last 2 meetings to discuss the most pressing needs
148 in our schools and shared critical information that will assist them in their review. Some of these
149 issues include aging systems requiring costly maintenance, HVAC challenges, outdated science
150 labs, and a varied use of our classrooms resulting in overcrowding of the traditional classroom
151 space. We have provided capital maintenance schedules, virtual building tours, and a number of
152 historical documents.

153 Ms. Facey displayed her screen with the timeline.

154 A detailed process timeline document has been created to inform the public of the steps moving
155 forward. The timeline on your screen is an overview of that work. We are sharing out this
156 timeline with the community via the Amherst Citizen and social media.

157 As indicated in this timeline, Lavallee Brensinger has begun their work by doing an analysis of
158 the existing condition of the buildings in the Amherst School district and reviewing the
159 enrollment data that was recently completed by Steve Frades for SAU 39. This data will be used
160 to begin space programming by grade level, which in turn will inform our facility's needs. At our
161 next meeting on May 21st, we will receive a report on their progress to date. In addition, we will
162 be reviewing Souhegan 2.0 as to get a better understanding of the scope of work presented in that
163 plan and be better able to make recommendations for work to be completed.

164 The process will then continue by engaging school leaders, educators, parents and community
165 members. Interviews with staff are scheduled to begin shortly. As a committee they are
166 committed to keeping the public informed of our progress and finding and plan to leverage
167 technology to allow residents to provide feedback in many ways while protecting the health and
168 safety of our community.

169 Ms. Facey asked for any questions from the Board.

170 Ms. Taylor questioned if the economic downturn will have an effect on the timeline.

171 Ms. Facey responded that they are working through their plan and having Lavallee Brensinger do
172 their due diligence. When they know what their recommendations are then it will be up to the
173 committee to discuss how they will move forward.

174 Ms. Taylor asked about defining educational vision in their process.

175 Ms. Facey replied that it goes to how they want their schools designed, in alignment with the
176 goals of the SAU.

177 Ms. Kuzsma asked about the timeline.

178 Ms. Facey added that they have a meeting in 10 days, and she does not know if Mr. Steel has
179 been in contact with them.

180 Mr. Steel replied that they have had people on site, have administered a survey and are in the
181 process of gathering feedback.

182 Ms. Facey added that they have been meeting monthly and even more than that. They also have
183 active subcommittees and they are doing great work.

184 Mr. O'Keefe asked for questions for Ms. Facey.

185 He added that they will go back to Public Comment for a moment.

186 Amherst Community Member, Ms. Marilyn Gibson, remarked that her question was already
187 answered.

188 Ms. Kuzsma noted that she got an email from a concerned parent. She then read the letter.

189 "Dear Board Chair Kuzsma -

190 With the School Board meeting being done remotely, we wish to make a public comment below
191 by email. Thanks for your time.

192 *Dear Amherst School Board Members,*

193 *We wish the following letter to be read into the meeting minutes at the next school board*
194 *meeting.*

195 *We are concerned about the short- and long-term consequences of the decision to end our school*
196 *year on May 29th. In the short term, we are concerned that we have already lost a lot of*
197 *instructional time during this school year, yet the school district made decision compound this*
198 *problem by ending the school year 10 days earlier than originally planned. If there were plans*
199 *to provide more instructional time over the summer, or to increase the instructional time next*
200 *year to compensate for the loses, it would be easier to be on board with ending so soon.*
201 *However, there has not been clear communication at this time that we intend to make up*
202 *instructional time in the future.*

203 *We acknowledge that these are unprecedented times and remote learning has been a new and*
204 *sometimes stressful challenge for teachers and students alike. We are impressed with the*
205 *perseverance the teachers have shown with the new and sudden changes teachers have had to*
206 *make in the face of remote instruction. We are very thankful for the fact that our children can*
207 *learn remotely, at least, during this time. However, when so much instructional time has already*
208 *been lost, it is disappointing to see our school year ending so early, especially when noting that*
209 *many neighboring districts are not following this pattern.*

210 *Additionally, we are concerned for the long term because this recent decision reflects an*
211 *unfortunate pattern in our school district. It seems that in Amherst, there seem to be reasons to*
212 *constantly shorten instructional time in the calendar. Even in a normal school year, has the*
213 *school board ever counted the number of full five-day weeks that occur in our school year*
214 *without interruption? We hope someone could tell us how many full five-day weeks we have had*
215 *over the last couple of years. With our planned late starts on Tuesdays once a month. and our*
216 *quickness at calling two-hour delays and snow day cancellations compared to neighboring*
217 *districts, we are shorting the instructional time for our students at an alarming rate. We are*

218 *concerned this May 29th decision is just part of this pattern allowed by the school board of*
 219 *frequently shortening the school year. The district seems to be content with meeting "minimum*
 220 *expectations" around time rather than having a school calendar that truly promotes student*
 221 *achievement and academic excellence. We believe our children, and all the students in the SAU*
 222 *39 district deserve better and should be afforded more time to learn in the future.*

223 *Dan Black and Sarah Taylor-Black*

224 *Amherst NH"*

225 Mr. Chen asked about the timeline ending on September 14th and if they were thinking about
 226 going to the voters.

227 Ms. Facey replied that this is the truncated version of the document.

228 Mr. Steel added that they do not have a timeframe for construction phases. They are too early in
 229 the process to tell.

230 Mr. Chen asked if they will be doing two projects, Souhegan 2.0 and the ASD renovation, at the
 231 same time.

232 Mr. Steel noted that it is a political decision and it would be difficult to do to projects at once.
 233 They are not at that point yet.

234 The Board thanked Ms. Facey.

235 VI. Superintendent's Report

236 Principal Appreciation

237 Mr. Steel applauded the Principals adding that they often don't get called out for all of their good
 238 work. They have been exceptional, and they would not be where they are now without them.

239 Graduation and End of Year Update

240 Many people have reached out with concerns over Graduation and end of year celebrations. As
 241 you know, the Town of Amherst has decided that the 4th of July Parade will not happen nor on
 242 their contingency date of August 1st. He has been working with the Fire, Police and Public
 243 Health officials and they are working through their plans carefully and methodically. They are
 244 looking at a range of contingency items and it is important to a wide range of people.

245 They are ending school on May 29th. They did cancel April vacation and they are doing what
 246 they think is best for the students and staff. He is still concerned about instructional time lost.
 247 What is most important are the learning gaps as the result of this crisis and the change in
 248 instruction that they have to make. They are responsible for those gaps. Students get one chance
 249 to go through school. His senior leadership team is working on what they have to do, and they
 250 cannot make their plans public until they know what will happen in the Fall. He is hopeful that
 251 they will return to school in the Fall, on time. There may be several families that do not want to
 252 send their children back to school and he wants to respect their decisions, likewise, faculty and
 253 staff may feel the same as well. They are 4 months away and they will use that time to
 254 understand the situation confer with State leaders and make a good educated decision. Their

255 summer plans also include part of student services and Director of Student Services, Ms. Meg
256 Beauchamp is here to give an update to the Board.

257 Student Services Update

258 Ms. Beauchamp then spoke about the students with IEP's and trying to align with the DOE and
259 Governor and extended opportunities for the students. Because the Governor has not reached a
260 decision, they have started to make plans. They have surveyed parents with questions about
261 interest in ESY. She has been communicating to parents about rolling out ESY remotely starting
262 June 9th. The bulk of the students will start remote and that will start the week of July 7th. They
263 are focusing on students with transitions from building to building and program to program. If
264 they are able to get back in the building, they would like to work on the small group
265 introductions and acclimations. They are working with the DOE and health protocols and
266 school nurses availability. There is a lot of work going on but not a lot of definitive decisions
267 being made. She has been trying to be clear in the communications with the parents in that they
268 would like to be in the brick and mortar schools for ESY. She has been incredibly impressed
269 with the parent support of their children and it is not easy with working full time. This is a
270 unique situation and the parents stepping up have been remarkable.

271 Mr. Steel adding that they will be following all CDC guidelines at the start of the school year and
272 they are awaiting guidance form the Governor and Commissioner of Education. School will look
273 a different in the fall and it will be different from the past.

274 SAU #39 Business Administrator, Ms. Michele Croteau, will be giving updates on the
275 Unassigned Fund Balance.

276 UFB Updates- All Districts

277 Ms. Croteau added that the first report, in a new format, is for the SAU #39. At the top they have
278 the General Fund and that is offset by revenues and they have the E-Rate of \$18,800 for a total of
279 \$2,338,227 which is offset by revenues of \$2,322,772. They anticipated using \$15,455 of the
280 fund balance. They are projecting at year end \$68,130. This is due to increased E-Rate and a
281 transition of a position moved to the SAU. This means that they have anticipated excess general
282 fund balance of \$55,381.

283 Going on to MV, the format is similar she has listed each of the budgetary funds at the top of the
284 report. She has done the report on the General Fund as that is that is what sets the tax rate. On
285 the General Fund, they had planned to use \$563, 819. With expenditures and revenues, it leaves
286 them with \$161,908. They had a reserve that was approved of \$50,000 and that leaves \$111,908.
287 In the MS 26, they anticipated, \$84,000. So, if you look at the UFB, you could have either
288 \$111,908 or \$27,908, if you return the \$84,000 back to the taxpayers. The tax impact added for
289 reference.

290 With Amherst, you can see the funds at the top and she analyzed the General Fund more closely.
291 The difference between the expenditures at year end and the budget is \$856,034 with revenue of
292 \$615,303. This leaves them with \$1,471,337. Revenue that was projected on the MS 26 was
293 \$700k. So, if you take out the revenue that was projected on the MS 26, that leaves \$771,337.
294 (Tax impact is 0.44)

295 Going on to Souhegan, again the same format with the voted budget listed at the top. The UFB
296 coming into this year was \$1,251,194. You can see the expenditures of \$17,148,879 less the
297 revenue of \$16,303,005 with the remaining amount of \$845,874. The fund balance would be
298 \$405,320 at the time they completed the MS 26, they were expecting to return \$400k to the fund
299 balance. The only amount that can be used for year end projects is the amount of \$291,319.

300 Ms. Croteau explained that they have a loss in the food service of all the districts. By law, they
301 cannot show a negative fund balance. They were on target to have a stellar year and the
302 programs were doing well. In two of the districts there was no revenue to off set the expenses
303 and they will be supported by the General Fund.

304 Mr. O'Keefe asked for questions from the board.

305 Ms. Kuzsma inquired about the amount that is in the reserve fund for the Brick School for
306 improvements.

307 Ms. Croteau replied, \$16,000 but she will have to confirm that.

308 Ms. Grund questioned the how the food service program is operating for Souhegan.

309 Ms. Croteau explained that they do have one food service program and that is running though
310 Souhegan. They have looked at operating different food service programs and it was not feasible.
311 In terms of the impact, Souhegan does have a significant loss.

312 Ms. Grund noted that she wants to make sure that Souhegan is not getting hit for more costs and
313 not be able to potentially spend that money on projects.

314 Mr. Chen inquired if they exceed their budget, even by \$1, would they have to have a special
315 meeting to approve that.

316 Ms. Croteau replied that the appropriations threshold is a hard stop. They have no authority to
317 spend more than was approved by the voters.

318 Mr. Chen asked if they should spend the amount of \$291,319.

319 Ms. Croteau responded that they have done a good job of forecasting, but things do shift. The
320 numbers are fairly solid, but they could have professional development needs or other software
321 needs if they are doing long distance learning. She cannot predict what will happen in the future.

322 Mr. Chen added that he is looking for her opinion on the Souhegan Board spending the amount
323 of \$291,319.

324 Ms. Croteau noted that on the MS 26 they projected that they would return \$400k. So, the
325 question would be if you wanted to return something less than that at this point in time. She
326 cannot predict that they will have something greater. They certainly can use the \$291k for
327 projects and then return the revenue at the time that they do the tax resetting. They cannot spend
328 the excess revenue.

329 Mr. Chen asked about the \$55,000 in the SAU and if you can purchase something that will
330 benefit all the districts.

331 Ms. Croteau replied, yes.

332 Mr. Chen suggested a sanitizing sprayer.

333 Mr. Torres asked about information for school districts regarding the CARES Act.

334 Ms. Croteau replied that information came out today and she was in a different meeting. She
335 does not know how much they will be able to use funding to offset their Covid-19 costs. There is
336 definitely more work that needs to be done to figure out what is available. They are submitting
337 their costs to the State as are other school districts.

338 Mr. Torres commented that he believes that they are eligible for payroll and utilities funding.

339 Ms. Croteau added that she was referring to grant funding and not bank funding.

340 Ms. Facey mentioned that she is familiar with what he is talking about and believes that it relates
341 to small business.

342 SAU Hiring

343 Superintendent Steel added that Mr. Rodger Preston was hired as Director of Facilities, with a
344 start date of July 1st. Ms. Kim Sarfte was hired as Principal of the MVVS and she will also start
345 on July 1st. Last, Ms. Amina Fazlic, was hired as Director of HR and she will be in the non-
346 public session later on tonight. They have several teaching positions, and many will be approved
347 tonight. Three positions are still open, the AD of SHS, Dean of Faculty at SHS and Secondary
348 Director of Curriculum and Assessment.

349 He would be happy to answer any questions.

350 Mr. Eckhoff inquired how soon they can test all grade levels for any learning gaps.

351 Mr. Steel replied that something that teachers do without thinking is to assess their students.
352 They will be doing their formal NWEA very soon in the fall when they get established. After
353 May 29th the teachers will be doing narrative progress reporting so that they have that as a
354 record to understand what gaps exist.

355 Ms. Taylor mentioned that she appreciates how the SAU meeting is set up she does not see how
356 they can have reconfiguration without approval by the voters. She wanted to remind that each
357 board member is accountable for curriculum, budget, strategy, etc. and those are their legal
358 boards. She did not hear anything about the Transcript, and it should be discussed.

359 Mr. Steel replied that on pages of 13 and 14 of the agenda packet you can read about the
360 transcript, process and where it stands. Assistant Superintendent Landwehrle is doing most of
361 that work and they are getting feedback on the stakeholder groups. The plan is for June for the
362 SCSB to review and approve that transcript after it has gone through the Community Council
363 process this month.

364 Ms. Taylor commented that she feels like they have not gotten many updates as far as everything
365 that is going on. She does not want to burden him and knows that he has a lot going on. She is
366 looking for updates about ideas about the fall and Covid-19.

367 Mr. Steel replied that he is not overwhelmed in the least and is happy to provide any additional
368 updates. He tries to spend a lot of time to give information to the Board and public.

369 Mr. O'Keefe remarked as a point of order; in the past they have decided to streamline the
370 meetings (13-1) so that they are aware what other boards are going through. This is the first
371 official meeting, in consolidated effort, and he will be happy to hear her concerns.

372 Ms. Taylor reminded each member that they are each accountable to their own boards and the
373 State laws. She questioned if it was legally binding because it is not a legal Board. It is a nice
374 informational part of the district and she wants to make sure that it was on the record that she
375 stated that.

376 Mr. Gauthier asked about the start time for FY' 21, in 16 months.

377 Mr. Steel replied that it is a board decision and all the boards have to sign off on. The SAU board
378 was very strong in the planning. The first thing that needs to be finalized is the high school
379 schedule. It is at the Community Council phase and they have the right to accept or reject. They
380 are hopeful that they can work that out.

381 Ms. Grund asked about the school start time change.

382 Mr. Steel noted that Principal Hagen is looking for middle ground for so that the student
383 schedules are more flexible. His solution is to provide options and choice.

384 Ms. Grund inquired who are they waiting to hear from.

385 Mr. Hagen replied that he will learn more from tomorrow's Community Council meeting.

386 Ms. Grund asked about the Spanish Teacher and she does not see a rec out for that.

387 Mr. Hagen responded that they reduced SHS staffing by 2 FTE's. They do have the staffing to
388 move forward for next year.

389 Ms. Grund commented that she has a lot of questions regarding the transcript. She asked if they
390 will have more conversations.

391 Mr. Steel remarked that they are waiting from CC and school board is the final arbiter for that.
392 He then suggested that Ms. Grund to ask either now or over email.

393 Ms. Facey commented that the SAU #39 Board is in fact a Board and has specific and important
394 functions.

395 Mr. Chen questioned if CC's voice is final and that the three other boards can override the in .
396 He asked if CC considering the effects on the schedule change for the other school districts.

397 Mr. Steel replied that the SHS constitution states that the schedule related issues go to
398 Community Council for final approval, that is the process. While important, the SHS
399 Constitution is not a legally binding document. Both the Superintendent and school board can
400 override them. It is his hope is that they are all working together and communicating issues.

401 Mr. Chen thanked Mr. Steel for clarifying the whole role.

402 The Board thanked Superintendent Steel.

403 VII. Consent Agenda

404 Mr. O'Keefe noted that he will pull consent agenda item #4 Policy IJL/KEC.

405 Mr. Coughlan commented that IJL/KEC is an instructional and student policy and only needs to
406 live in the 3 districts.

407 **Mr. Coughlan motioned to approve consent agenda items 1. March 2020 Treasurer's**
408 **Report, 2. April 14th, 2020 Draft Minutes and 3. Policy DAF- From 04 13 2020 Meeting.**
409 **Ms. Gruzdien seconded the motion. (16-0-1) Motion passed. Ms. Taylor abstained.**

410 **Mr. O'Keefe called for a roll call: Stephen O'Keefe – Yes, Sarah Lawrence – Yes, Peter**
411 **Eckhoff – Yes, Jessica Hinckley – Yes, Scott St. Denis – Yes, Pim Grondstra – Yes, David**
412 **Chen – Yes, Steve Coughlan – Yes, Amy Facey – Yes, Stephanie Grund – Yes, Laura**
413 **Taylor – abstain, George Torres – Yes, Elizabeth Kuzsma- Yes, Terri Behm – Yes, Joshua**
414 **Conklin – Yes, Tom Gauthier – Yes and Ellen Grudzien - Yes**

415 Ms. Taylor added that one of the reasons why CC has such a strong opinion about start time is
416 that is that AMS and SHS have the major change with the start times. The other schools are only
417 10-25 minutes. The last she has heard, Souhegan was 1 hour and 45 minutes later.

418 VIII. JLCJ Discussion

419 Mr. O'Keefe added that there were some concerns and if he would suggest that it could go back
420 to the Policy Committee.

421 Ms. Kuzsma added that she does know if it needs to go back to the Policy Committee for review.
422 They can decide that decide that now.

423 Mr. Gauthier added that he does not remember at which meeting it was discussed and he was
424 reviewing the minutes. He would be fine with it not going back to the Policy Committee as long
425 as they have the information when it was ready.

426 Ms. Kuzsma remarked that it was Mr. Gauthier that had the concern with the timeframe and
427 getting information sooner. She just wants to make sure that everyone was on the same page.

428 **Mr. Coughlan motioned to move JLCJ to the individual boards. Mr. Gauthier seconded**
429 **the motion. The vote was unanimous, motion passed.**

430 **Mr. O'Keefe called for a roll call: Stephen O'Keefe – Yes, Sarah Lawrence – Yes, Peter**
431 **Eckhoff – Yes, Jessica Hinckley – Yes, Scott St. Denis – Yes, Pim Grondstra – Yes, David**
432 **Chen – Yes, Steve Coughlan – Yes, Amy Facey – Yes, Stephanie Grund – Yes, Laura**
433 **Taylor – Yes, George Torres – Yes, Elizabeth Kuzsma- Yes, Terri Behm – Yes, Joshua**
434 **Conklin – Yes, Tom Gauthier – Yes and Ellen Grudzien - Yes**

435 IX. Public Comment II of II

436 Ms. Lisa Eastland, Amherst NH, noted that she wanted to give her thoughts on the new
 437 transcript. She has emailed this information to Superintendent Steel, Chairman Grondstra and
 438 Assistant Superintendent Landwehrle.

439 She commented that she likes the new look and appreciates the effort and intent on keeping the
 440 GPA easily visible. She is concerned about the visibility of the Graduation Competencies on the
 441 upper right. She knows those are also referred to as Work Study Practices and used to be folded
 442 into the letter grade.

443 The questions and concerns she wants to relay to the Committee and SAU are these:

- 444 1.) What was the weight of the old WSP vs the new Graduation Competencies?
- 445 a. Were they equivalent to a Homework grade, a Quiz grade, or a Test grade?
- 446 b. Now that those are a separate block on the transcript, it appears like they carry a
 447 lot of weight as we tend to only put the things, we think are most important on the
 448 transcript in their own separate area.
- 449 2.) What evidence is required by teachers required for each Graduation Competency?
- 450 a. If we are going to assign a heavy weight (real or perceived) to the Graduation
 451 Competency, how are we managing a subjective grading process?
- 452 i. Is there a rubric published the students can access in each class?
- 453 ii. Is there a published way for students to question or rebut their Graduation
 454 Competency grade?
- 455 3.) Her concern is we are adding “soft data” into a process, that at this point, should be
 456 objective, measurable data. She is concerned for those students who don’t do well one
 457 year, for some reason, maybe outside of their control, it is going to be a glaring negative
 458 on their transcript.

459 Ms. Eastland’s last point on the transcript is that she does not think the JRP and Sr Project EQ
 460 should be listed. It may deter some students from doing something they really want to do
 461 because it won’t “look good” on there. Many kids change their EQ after transcripts have gone
 462 out, particularly if they were applying Early Decision. Lastly, some EQ’s may not be things
 463 colleges like, and they might look negatively upon the student or at least not look at them
 464 positively. The Advisors are really good at helping develop the EQ’s with the student, but there
 465 are some topics colleges find to be touchy and in the ever-competitive fight for admission,
 466 scholarship money, honors college admissions, etc. Let’s not give an institution any reason to put
 467 their students in the “No” pile. This logic also applies to the Graduation Competencies concerns
 468 listed above.

469 Thoughts on the schedule change:

- 470 1.) How do we assess if the schedule change meets academic goals?
- 471 2.) Who is setting these goals?

3.) What metrics are we using?

4.) What evaluation system will be used to gather data from teachers, students, and families?

5.) Concern is we institute new things under a certain premise fairly regularly, but our follow-through is lacking on making sure those assumptions were valid and if it worked at the one, three, and even five-year mark.

The Board thanked Ms. Eastland.

Mr. O'Keefe asked if there were other Public Comments.

There were no other Public Comments.

X. Non-Public Session

Ms. Kuzsma motioned to enter into Motion to enter Non-Public Session RSA 91 A:3 II (c) at 8:07PM. Ms. Gruzdien seconded the motion. The vote was unanimous, motion passed.

Mr. O'Keefe called for a roll call: Stephen O'Keefe – Yes, Sarah Lawrence – Yes, Peter Eckhoff – Yes, Jessica Hinckley – Yes, Scott St. Denis – Yes, Pim Grondstra – Yes, David Chen – Yes, Steve Coughlan – Yes, Amy Facey – Yes, Stephanie Grund – Yes, Laura Taylor – Yes, George Torres – Yes, Elizabeth Kuzsma- Yes, Terri Behm – Yes, Joshua Conklin – Yes, Tom Gauthier – Yes and Ellen Grudzien - Yes

Members Present: Stephen O'Keefe, Sarah Lawrence, Peter Eckhoff, Scott St. Denis, Jessica Hinckley, Pim Grondstra, David Chen, Steve Coughlan, Amy Facey, Stephanie Grund, Laura Taylor, George Torres, Elizabeth Kuzsma, Terri Behm, Joshua Conklin, Tom Gauthier, Ellen Grudzien

Other persons present during nonpublic session: Amina Fazlic, Director of Human Resources

Specific Statutory Reason cited as foundation for the nonpublic session:

X RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

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

Note: Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances,

508 information may be withheld until, in the opinion of a majority of members, the aforesaid
509 circumstances no longer apply.

510 XI. Public Session

511 **Ms. Kuzsma motioned to leave Non-Public Session and return to public session at 9:04PM.**

512 **Motion was seconded by Mr. Gauthier.**

513 **Mr. O’Keefe called for a roll call: Stephen O’Keefe – Yes, Sarah Lawrence – Yes, Peter**
514 **Eckhoff – Yes, Jessica Hinckley – Yes, Scott St. Denis – Yes, Pim Grondstra – Yes, David**
515 **Chen – Yes, Steve Coughlan – Yes, Amy Facey – Yes, Stephanie Grund – Yes, Laura**
516 **Taylor – Yes, George Torres – Yes, Elizabeth Kuzsma- Yes, Terri Behm – Yes, Joshua**
517 **Conklin – Yes, Tom Gauthier – Yes and Ellen Grudzien - Yes**

518 **Ms. Gruzdien motioned to seal the minutes. Ms. Hinckley seconded the motion. Motion**
519 **passed.**

520 **Roll Call Vote to seal minutes: Stephen O’Keefe – Yes, Sarah Lawrence – Yes, Peter**
521 **Eckhoff – Yes, Jessica Hinckley – Yes, Scott St. Denis – Yes, Pim Grondstra – not present,**
522 **David Chen – Yes, Steve Coughlan – Yes, Amy Facey – Yes, Stephanie Grund – Yes, Laura**
523 **Taylor – not present, George Torres – Yes, Elizabeth Kuzsma – Yes, Terri Behm – Yes,**
524 **Joshua Conklin – Yes, Tom Gauthier – Yes, and Ellen Grudzien - Yes**

525 The minutes will be sealed because it is determined that divulgence of this information likely
526 would...

527 ☒ **X** Affect adversely the reputation of any person other than a member of this board

528 ☐ Render a proposed action ineffective

529 ☐ Pertains to preparation or carrying out of actions regarding terrorism

530 **Ms. Gruzdien motioned to give a salary increase to the Superintendent of 5% for the FY’**
531 **2021 school year which will be allocated from the SAU 39 office raise pool. Ms. Lawrence**
532 **seconded the motion. Motion Passes – 15 Yes, 2 not present**

533 Non-public minutes recorded by Stephanie Grund, Secretary

534

535

536

SCHOOL ADMINISTRATIVE UNIT #39 TOWNS OF AMHERST, NH and MONT VERNON, NH Treasurer Report

Consent Agenda item #2

April-2020

School Administrative Unit #39		
Town of Amherst, NH		
Monthly Report of the Treasurer		
as of 4/30/2020		
Cash on hand	4/1/2020	\$535,823.94
Deposits		\$3,648.78
AP-PR		(\$255,626.29)
Balance on hand	4/30/2020	\$283,846.43

Filename: 2020-04-SAU39 Treasurer Report.xlsx
Month 4/1/2020

SAU#39
Monthly Reconciliation Report
Combined Accounts

April-20	Peoples United	Peoples United	TOTAL
	*1191	*760	
	Cash Management	Municipal Checking	
4/30/2020	\$351,737.44	\$10,000.00	\$361,737.44
Deposits in Transit: (add)			
Outstanding Checks: (subtract)			
a) Accounts Payable		\$(16,119.00)	
b) Payroll		\$(61,772.01)	
c) Payroll Direct Deposit & IRS			
Total Outstanding		\$(77,891.01)	\$(77,891.01)
Reconciled Book Balance			\$283,846.43
Balance from Treasurer's Journal			\$283,846.43
Difference			-

School Administrative Unit #39
Towns of Amherst, NH and Mont Vernon, NH
Treasurer's Cash Journal

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
4/1/2020	Beginning Balance		3/1/2020	Beginning Balance		\$535,823.94
4/9/2020	Deposit: MVSD, Misc	\$1,364.93	4/14/2020	Payroll Direct Deposit pp21 v6227	(\$42,188.15)	\$495,000.72
4/15/2020	Deposit: SCSD	\$1,770.94	4/14/2020	Payroll Direct Deposit pp21 v6228	(\$5,467.04)	\$491,304.62
4/23/2020	Deposit: Misc	\$206.66	4/28/2020	Payroll Direct Deposit pp22	(\$7,093.45)	\$484,417.83
			4/28/2020	Payroll Direct Deposit pp22	(\$51,852.65)	\$432,565.18
			4/2/2020	Payroll IRS pp20 v6224	(\$8,297.39)	\$424,267.79
			4/16/2020	Payroll IRS pp21v 6230	(\$8,031.72)	\$416,236.07
			4/30/2020	Payroll IRS pp22 v6234	(\$11,849.52)	\$404,386.55
			4/3/2020	Payroll 457 pp20 v6223	(\$1,983.72)	\$402,402.83
			4/17/2020	Payroll 457 pp21 v6229	(\$1,928.37)	\$400,474.46
			4/2/2020	Payroll v20 ck400514-400514	(\$369.40)	\$400,105.06
			4/16/2020	Payroll v21 ck400528-400528	(\$69.26)	\$400,035.80
			4/30/2020	Payroll v22 ck400544-400544	(\$184.70)	\$399,851.10
			4/2/2020	Payroll Ded v6225 ck400515-400515	(\$559.56)	\$399,291.54
			4/16/2020	Payroll Ded v6226 ck400529-400529	(\$565.06)	\$398,726.48
			4/30/2020	Payroll Ded v6235 ck400545-400545	(\$272.50)	\$398,453.98
			4/30/2020	Payroll Ded v6236 ck400546-400548	(\$60,431.72)	\$338,022.26
						\$338,022.26
						\$338,022.26
4/30/2020	Heartland Payment Services	\$267.65	4/2/2020	Expense v1728 ck400516-400527	(\$51,578.20)	\$286,711.71
			4/16/2020	Expense v1729 ck400530-400543	(\$2,903.88)	\$283,807.83
4/30/2020	Interest - Cash Management	\$38.60				\$283,846.43
						\$283,846.43
						\$283,846.43
4/30/2020	Ending Balances	\$3,648.78			(\$255,626.29)	\$283,846.43
				Payroll Direct Deposit	(\$138,692.01)	
				Payroll	(\$62,452.20)	
				AP	(\$54,482.08)	

SAU39 Treasurer's Report
Unreconciled Check Register

Uncleared Transactions
SAU39 Checking 0760

Num	Date	Payee	C Memo	Category	Amount
Expense Categories					
Payroll Ded					
400545	4/30/2020	NATIONAL LIFE GROUP	6235 Payroll Ded		(\$272.50)
400546	4/30/2020	HEALTHTRUST, INC.	6236 Payroll Ded		(\$28,934.95)
400547	4/30/2020	MONY LIFE INSURANCE COMPANY OF A	6236 Payroll Ded		(\$628.69)
400548	4/30/2020	NEW HAMPSHIRE RETIREMENT SYSTEM	6236 Payroll Ded		(\$30,868.08)
Total Payroll Ded					(\$60,704.22)
Payroll					
400465	2/20/2020	Marotta, Danae A.	17 Payroll		(\$282.82)
400470	3/5/2020	Marotta, Danae A.	18 Payroll		(\$161.61)
400514	4/2/2020	Marotta, Danae A.	20 Payroll		(\$369.40)
400528	4/16/2020	Marotta, Danae A.	21 Payroll		(\$69.26)
400544	4/30/2020	Marotta, Danae A.	22 Payroll		(\$184.70)
Total Payroll					(\$1,067.79)
Expense!					
400246	9/12/2019	MOULTON'S MARKET	1715 Expense!		(\$208.86)
400375	12/12/2019	SHRED-IT USA LLC	1721 Expense!		(\$45.43)
400484	3/5/2020	MONT VERNON SCHOOL DISTRICT	1726 Expense!		(\$9,407.66)
400503	3/19/2020	MONT VERNON SCHOOL DISTRICT	1727 Expense!		(\$2,258.00)
400518	4/2/2020	JAMES, CARRIE ELIZABETH	1728 Expense!		(\$106.71)
400521	4/2/2020	MONT VERNON SCHOOL DISTRICT	1728 Expense!		(\$3,778.35)
400530	4/16/2020	BALSAMA, RICHARD	1729 Expense!		(\$50.00)
400532	4/16/2020	CHAKRIN, BRUCE	1729 Expense!		(\$99.00)
400533	4/16/2020	EDUCATION WEEK	1729 Expense!		(\$40.00)
400535	4/16/2020	GOT INK 4U	1729 Expense!		(\$124.99)
Total Expense!					(\$16,119.00)
Total Expense Categories					(\$77,891.01)
Grand Total					(\$77,891.01)

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: Grading Software Committee Update

May 25, 2020

Executive Summary

The grading software committee was formed in the spring of 2020 based on feedback from a staff survey showing the need to review other grading software. Feedback from teachers indicated that our current system, Empower Learning, is not meeting teacher needs. Through that survey, teachers were able to indicate an interest in serving on a committee to review other software. Our grading software committee includes teachers, building and SAU leadership, a school board member, and a student.

The goal of the grading software committee is to review other standards-based grading and reporting software to determine if there is program that fits our grading practices but is more user-friendly for teachers than Empower Learning. The committee is conducting a deep review of other standards-based grading software, determining software to pilot, and developing a pilot plan. The criteria the committee is using to review and evaluate programs can be found [here](#).

Committee Timeline:

April 29, 2020 – First Committee Meeting

- Committee was given an overview of our process and timeline
- Committee members saw a demo of Schoology software and generated a list of feedback (positives and negatives) on the program

May 20, 2020 - Second Committee Meeting

- Committee members saw a demo of two programs, Teacher Ease and Jump Rope, and generated a list of positive and negative feedback on each program
- The committee decided to rule out Jump Rope software as a possible choice since they are still developing features and teachers felt it wasn't a user-friendly system
- The committee decided on an additional meeting to explore some of the advanced features of Teacher Ease and review one more system, Power Teacher Pro. The committee decided against

seeing a demo of Otus software since it calculates mastery differently than the other systems we are exploring and is missing some critical features.

May 27, 2020 – Third Committee Meeting

- Demo of additional features in Teacher Ease
- Demo of Power Teacher Pro and gathering feedback (positives and negatives) on the software

June - Fourth Committee Meeting (date TBD)

- Finalize software to pilot and develop pilot plan

July and August

- System set up and customization for pilot

August (date TBD)

- Training for pilot teachers

September 2020 - January 2021

- Pilot teachers use program and provide feedback

February 2021

- Review feedback from pilot
- Finalize software use for the 21-22 school year
- Develop training and implementation plan for staff

Software Under Review *(includes links to websites and videos)*

Teacher Ease [website](#) and [overview video](#) of teacher, parent, and student view

Schoology [website](#) and [overview video](#) of the mastery gradebook

Power Teacher Pro [overview video](#) and [intro document](#)

Requested Board Action

1. None: Information only.