

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 School Board Meeting

Thursday, August 27th, 2020 – 6:00 PM

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

Please click the link below to register for the webinar:

https://zoom.us/webinar/register/WN_YePiPxomQJqCmrnP8-FWJg

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
Public Input I of II	6:00 PM		None
Superintendent's Report	6:05 PM	Mr. Adam Steel to present his Superintendent's Report	None
Committee Report	6:15 PM	Committee members to provide an update for the Board	None
Consent Agenda- Approval	6:20PM	1. 06 01 2020 Draft Minutes 2. 08 10 2020 Draft Minutes 3. SAU #39 Organizational Chart 4. May 2020 Treasurer's Report 5. June 2020 Treasurer's Report 6. July 2020 Treasurer's Report 7. SAU #39 Annual Report of the Treasurer 8. SAU #39 Board Resolution- PCard Program	06 01 2020 Draft Minutes 08 10 2020 Draft Minutes SAU #39 Organizational Chart May 2020 Treasurer's Report June 2020 Treasurer's Report July 2020 Treasurer's Report SAU Annual Rpt. of the Treasurer SAU Board Resolution
FY'22 Budget Process Discussion	6:25 PM	SAU #39 Business Administrator, Ms. Michele Croteau, to present the FY'22 SAU budget development process.	None
Transportation RFP	6:35 PM	Ms. Croteau to present the plan for the Regular Bus Transportation RFP	None
Annual Assessment Data Presentation	6:45 PM	Assistant Superintendent, Ms. Christine Landwehrle, to present assessment data for each of the schools in the SAU #39	Assessment Presentation
Board Goals	7:00 PM	Board to discuss SAU #39 Board Goals	None
Superintendent Evaluation	7:10 PM	Board to discuss Superintendent Evaluation Process	Policy CBI and CBI-R

Board/Staff Communications	7:20 PM	Board to review policies BHC Board/Staff Communications	BHC-Amherst BHC- Mont Vernon BHC- Souhegan
Board Meeting Structure	7:35 PM	Board to discuss meeting structure for the school year	None
Public Input II of II	7:45 PM		
Non- Public Session	7:50 PM	RSA 91 A:3 II ()	None
Meeting Adjourned	8:00 PM		

1 SAU #39 Board Meeting
 2 **Consent Agenda Item #1** Monday, June 1st, 2020
 3 Meeting Minutes- Not Approved
 4
 5

6 Attendees:

7 Administrative Team: Adam Steel- Superintendent Christine Landwehrle- Assistant
 8 Superintendent, Michele Croteau- SAU #39 Business Administrator, John Schuttinger-
 9 Principal of MVVS, Anna Parrill- Principal of C/W, Bethany Bernasconi- Principal of AMS,
 10 Bill Hagen- Principal of SHS,
 11 Amherst School Board: Elizabeth Kuzsma- Chair, Tom Gauthier- Vice Chair, Ellen Gruzdien-
 12 Secretary, Terri Behm and Josh Conklin.
 13 Souhegan Cooperative School Board: Pim Grondstra- Chair, Amy Facey- Vice Chair, Stephanie
 14 Grund- Secretary, Steve Coughlan, George Torres, Laura Taylor and David Chen.
 15 Mont Vernon School Board: Sarah Lawrence- Chair, Peter Eckhoff- Vice Chair, Scott St.
 16 Denis- Secretary, and Stephen O’Keefe.
 17 Board Minutes: Danae A. Marotta
 18 Public: Marilyn Gibson, 166 Mack Hill Road, Amherst NH, Kelly Schmidt, 11 Patricia Lane,
 19 Amherst NH, John D’Angelo, Amherst Selectmen Representative, and Courtney Vore, Amherst
 20 NH.

21 I. Call to Order

22 **Chair of the SAU #39 Board, Mr. Stephen O’Keefe, called the meeting to order at**
 23 **6:04PM.**

24 He then reminded the Board to refrain from chatting to each other through the chat feature of
 25 Zoom. He suggested the Board members to raise their hands if they have a question or
 26 comment.

27 II. Individual Board Updates

28 Chair of the Souhegan Cooperative School Board, Mr. Pim Grondstra, noted that they had two
 29 meetings this past month on May 11th and the 19th. He will run through the topics and if anyone
 30 has any questions please ask him tonight or at pgrondstra@sprise.com.

31 First, they discussed the UFB and priority of projects. They also discussed Remote Learning
 32 and if it was successful, with the possibility of sending out a survey to parents and students. At
 33 the last meeting, Community Council gave a presentation clarifying their roles. One of the
 34 positive things that came out of it was to develop a calendar of topics that are coming up, that
 35 way they are working together. They did talk about the Strategic Vision and will devote a full
 36 meeting this summer to where they are and where they want to go with it. They also spoke with

37 Science Teachers regarding upgrading the Science Labs and possibly using the UFB and other
38 sources for renovation. Lastly, they discussed the end of they year activities.

39 The Board thanked Mr. Grondstra.

40 Chair of the Mont Vernon School Board, Ms. Sarah Lawrence, noted at their last meeting they
41 also discussed their Unassigned Fund Balance. They also discussed summer facility projects,
42 got an update about the curriculum coordinators, spoke with the MVVS World Language
43 Teacher and discussed end of year celebrations. Overall, it was a great meeting.

44 The Board thanked Ms. Lawrence.

45 Chair of the Amherst School Board, Ms. Elizabeth Kuzsma, noted that they spent most of the
46 meeting discussing their UFB and reviewing the list of potential end of year projects. They had
47 a large amount of funds left over this year and they are getting a lot of projects completed. On
48 Thursday night they will be reviewing what will be spent and what will be returned to the
49 taxpayers.

50 The Board thanked Ms. Kuzsma.

51 Ms. Amy Facey noted that she is on the Souhegan Communications Committee. She met with
52 Cliff Ann Wales at the Amherst Citizen and that is going digital. She presented an idea of
53 having a calendar with important SAU dates and having that published monthly. She wants to
54 make sure that the Board is in approval with her moving forward.

55 Mr. O'Keefe asked if she needed any volunteers.

56 Ms. Facey replied that she is thinking that Ms. Abby Wallace, Executive Assistant for
57 Superintendent Steel, will maintain it and she will help her get it started. They will work on it
58 over the summer.

59 Ms. Kuzsma questioned if this will be published as a hard or live list.

60 Ms. Facey replied that she does not know what kind of platform that they will be using and does
61 not want to overburden Ms. Wallace. She was envisioning it as monthly.

62 Ms. Gruzdien inquired if this was in lieu of using the SAU #39 website.

63 Ms. Facey replied that this is in addition to. She noted that there are people in the community
64 that may not have children in the SAU, and it would be great to let them know events.

65 Mr. O'Keefe remarked that approval does not require a motion and gave her his support.

66 Ms. Facey added that she will begin with the update of the Joint Facilities Advisory Committee.

67 She discussed that the SAU JFAC has been tasked with conducting an analysis of the state of
68 public education facilities in Amherst. They will provide recommendations to the governing
69 bodies (SCSB, ASB) regarding the interim and long-term facilities needs of the public-school
70 facilities in Amherst, considering educational outcomes and how to best level the cost impact to
71 the residents in an efficient manner. Encompassed are the following facilities: Clark Wilkins
72 Elementary School, Amherst Middle School and Souhegan High School.

73 She added that they have a wide variety of committee members including community members,
74 administration and board members.

75 As a result of the passing of the ASD Budget, Lavalee and Brensinger Professional Architects
76 was hired to complete a comprehensive study of the facilities in the Amherst School District.
77 This is the same firm that completed the Souhegan 2.0 project several years ago.

78 She then turned the presentation over to JFAC Vice-Chair, Ms. Shannon Gascoyne.

79 Ms. Gascoyne reviewed the steps completed to date.

- 80 • May 2017- Capital Needs Assessment Created
- 81 • March 2018- Voters fund Souhegan 2.0 design phase
- 82 • March 2019- Voters reject A&E fees for Amherst design phase
- 83 • May 2019- Souhegan 2.0 concept design completed
- 84 • December 2019- Facilities Summit held to discuss SAU-wide Facilities
- 85 • March 2020- Voters approve A&E fees for Amherst Design phase (C/W and AMS) as
- 86 part of ASD Operating Budget
- 87 • March 2020- Voters approve funding Capital Maintenance Reserve Funds ASD and
- 88 SCSD.

89 She then shared the School Building Conditions completed by Superintendent Steel.

90 Ms. Gascoyne displayed her screen and where they are now in the process, the second phase.
91 She added that if the recommendation got to the point of being on a ballot then the timeline
92 would change. She displayed the timeline for the Board.

93 She shared some of the staff highlights. At AMS, some of the significant issues are acoustic
94 separation issues, poor HVAC (air quality and comfort issues), and portable walls need
95 replacing. Some desires include, breakout spaces for student use, student and teacher storage
96 spaces, new /flexible furnishings and collaborative areas and conference rooms.

97 At Clark/Wilkins, the significant issues are poor electrical and HVAC, lighting is poor and not
98 dimmable, Café and Gym being shared is an issue and the STARS Program needs more space.

99 For requests, they would like storage (classroom and supply storage), separate gym from
100 cafeteria (cafeteria should include a stage), staff workroom, larger classroom and move the 5th
101 grade to C/W.

102 Ms. Facey added that the next step is to conduct a community survey. They want to let them
103 know that this process is happening and get their feedback. Another future item is to make a
104 presentation to the Board of Selectmen. She has emailed them, and they will be presenting to
105 them soon. They will also be looking at the Souhegan 2.0 Plan- developing priorities and a
106 financial plan.

107 They are happy to take questions from Board members.

108 Ms. Gascoyne added that there are a number of community members that are also on the call
109 and might have questions.

110 Mr. Chen questioned Mr. Steel about the State Building Aid for Cooperative Districts.

111 Superintendent Steel replied that he is not sure at this time.

112 Mr. Chen asked if there was a way that they can create a cooperative school district, other than
113 Souhegan, with the three districts involved.

114 Mr. Steel responded that was something they looked at over the past 4 years regarding
115 Reconfiguration. You cannot form a cooperative without fully joining the two parties together,
116 meaning having one board, one budget, etc. which they have found untenable during that
117 process.

118 He gave the three options of 1. expanding the Souhegan Cooperative to include the ASD,
119 MVVS or both, 2. the ASD and MVSD could form their own cooperative, 3. or any of the two
120 towns could form a cooperative with a neighboring town or not.

121 Ms. Taylor inquired about making the Clark School a Community Center.

122 Ms. Facey replied that everything is on the table and she has reached out to the Selectmen
123 regarding looking at Clark School for the Town. It is a topic of conversation and the
124 Committee is eager to explore that as long as the District will not be utilizing that for a school.

125 Ms. Gascoyne added that they are also waiting to see what comes back from Lavallee
126 Brensinger Architects.

127 Mr. O'Keefe asked what is the best way that they can ask questions.

128 Ms. Facey replied that she is happy to answer questions via email afacey@sprise.com and their
129 next meeting is Thursday, June 18th 6:00PM via Zoom.

130 The Board thanked Ms. Facey and Ms. Gascoyne.

131 III. Public Comment I of II

132 Ms. Marilyn Gibson, 166 Mack Hill Road, Amherst NH, questioned if the JFAC meeting is open
133 to the public.

134 Ms. Facey replied, yes, the meetings are open to the public.

135 Ms. Gibson inquired if they will be posting the presentation to the website.

136 Ms. Facey responded that they just developed that presentation and it will be posted to the SAU
137 website (*Please see SAU39.org, Committees tab, Joint Facilities Advisory Committee,*
138 *Presentations on left hand side*).

139 IV. Superintendent's Report

140 End of Year Celebrations

141 Superintendent Steel noted that they each of their schools will be doing end of year celebrations
142 for their matriculating students and they are excited for their students and families.

143 They are pleased to announce that the Souhegan Graduation will be taking place at Souhegan ,
 144 in person, on June 19th. There are several protocols and procedures that will be put into place. It
 145 will not be a public event, but for graduates, limited number of family/guests and faculty and
 146 staff.

147 SAU #39 Hiring

148 They have most of the positions at the administrative level filled or in the process for being
 149 filled. The SHS Athletic Director position and the SHS Dean of Faculty are in the final stages
 150 and he is awaiting to hear if there are candidates to bring forward.

151 The Secondary Curriculum Instruction and Assessment position at the SAU is still open. They
 152 have had a couple of candidates that were close but none that they were ready to bring forward at
 153 this time. The position is still posted. They are concerned about the title attracting candidates and
 154 the salary. The position may have to be open for the year or hire someone at a lower level. It is
 155 something that they need to discuss during the budgeting process this fall.

156 Most of the teacher positions are completed or in the final stages. They continue to attract high
 157 quality candidates from all over the state and country with many candidates having a lot of
 158 knowledge about the SAU.

159 Tomorrow night, hopefully, the Souhegan Board will be adopting a transcript for the class of
 160 2024. That is the incoming freshman class. That was developed over the last several months with
 161 parents, administrators, teachers and they are pleased to have that process in the end phase.

162 School Start Time Update

163 One item of note, the SAU Board will need to sort through is the school start times. As you
 164 know, the SAU Board has charged him with looking into a plan and developing a plan for the
 165 Fall of 2021. One challenge is that the SHS Schedule needs to be adjusted to accommodate this
 166 change for start times. He is excited to have incoming SHS Principal, Mr. Mike Berry, move
 167 forward on that and applauded Principal Hagen for all of his work. It does affect the other school
 168 districts in the SAU. That is something that the SAU Board and the other boards need to discuss
 169 in the future.

170 Financial Update Due to Covid-19 and Unassigned Fund Balance Update for each District

171 SAU #39 Business Administrator, Ms. Michele Croteau, noted that in the very beginning of
 172 school disruption they set up a method of tracking expenditures related to Covid-19. This
 173 includes items that were specific to supplies for that purpose or expenditures where they were
 174 continuing to support, such as the bus company and other organizations. From that perspective,
 175 they have had reductions in expenditures and so there was a shift. They do have a UFB in most
 176 districts that were in line or greater than they anticipated and then expenditures that were greater
 177 than they expected.

178 Regarding the funding for Covid-19, there is a lot of information in the news about resources for
 179 private organizations such as grants, loans and funding, none of which they are eligible for as a
 180 school district. They have received some grants from IDEA funds, earmarked for remote
 181 learning and ESY support, for Amherst \$7k, Mont Vernon \$3k, and Souhegan \$5k. Another area

182 of Covid funding that they are anticipating to come through is allocated on the basis of Title I
183 funding. This is estimated on 85% of each district's FY' 20 Title I funding. Nothing has come
184 through yet and she does not have specific numbers at this time.

185 They did attend a webinar hosted by Homeland Security and FEMA discussing the CARES Act
186 and most of the dollars did not pertain to their type of organization. They keep a evaluating the
187 UFB and did not see any major shifts since May.

188 Ms. Grund inquired about the food service funding.

189 Ms. Croteau replied that they are continuing to operate a Food Service Program through
190 Souhegan. They are continuing to hold employees, harmless if you will, through their regular
191 contract year. That means that in the districts that they are not serving food they are operating at
192 a loss. It is a Federal Program, and they cannot operate as a loss and that has already been
193 factored in. They are continuing the Food Service Program through the end of June and are
194 billing for the meals that are served (approximately 120 meals a day). The criteria, during this
195 period of time, is modified at this time for families that need support.

196 Mr. Chen asked about the SAU UFB.

197 Ms. Croteau replied that there are several different pieces of the UFB. She added that for the
198 SAU operates differently in that it carries from one year to the next. The reserve is used to offset
199 the apportionment for the rest of the districts. It will carry over to the next budget cycle.

200 Mr. Chen inquired if there was a plan to spend the funds now.

201 Ms. Croteau replied, no. She discussed that if it is not spent there is an amount, per prior Board
202 approval, that is retained for repairs of the building.

203 Mr. Chen asked if there were Spray Sanitizers for the SAU.

204 Ms. Croteau responded, no. They do not have people that are qualified to at the SAU to handle
205 them. They do have qualified custodians that are coming in each evening and have sprayers in
206 each of the buildings.

207 Mr. Gauthier asked if there was something that they can see regarding the school start times.

208 Superintendent Steel replied, no, not until they sort out a Souhegan schedule.

209 Ms. Taylor asked when they will be bringing the later start times to the Board. The feedback was
210 that 70% of the students did not want the large, 1 hour and 45-minute, change. She questioned if
211 they have, gone back to look for middle ground.

212 Mr. Steel replied that the schedule that they are presenting is the middle ground. They were
213 targeting 8:45AM and waiting until the schedule can be modified.

214 Ms. Taylor asked when do they expect that to happen.

215 Mr. Steel replied that is something that Mr. Berry will work on when he arrives.

216 Ms. Taylor asked about the Strategic Vision.

217 Mr. O'Keefe replied that the Strategic Vision will be looked at the SAU level. At the last Four
 218 Board Chairs Meeting they discussed creating a year-long calendar with ideas and a timeline
 219 when they can be discussed.

220 Ms. Taylor replied that she believes that it is relevant now and believes that they need to be
 221 spelled out for the Board.

222 She noted that she has questions about the Transcript and Grading.

223 Mr. Steel added that that is a topic for Souhegan's Board meeting for tomorrow.

224 Mr. Conklin requested that Community Council get the sentiments from parents and students in
 225 the other districts.

226 The Board thanked Superintendent Steel and Ms. Croteau.

227 V. Consent Agenda

228 **Ms. Kuzsma motioned to approve the Consent Agenda items 1. Draft Minutes May 11th,**
 229 **2020 and 2. April 2020 Treasurer's Report. Mr. Coughlan seconded the motion. The vote**
 230 **was unanimous motion passed (16-0).**

231 **Mr. O'Keefe called a Roll Call: Kuzsma- Yes, Gauthier- Yes, Gruzdien- Yes, Behm-Yes ,**
 232 **Conklin- Yes, Grondstra- Yes, Facey- Yes, Grund- Yes, Coughlan- Yes, Torres- Yes,**
 233 **Facey- Yes, Taylor-Yes, Chen- Yes, Lawrence- Yes, Eckhoff- Yes, St. Denis- Yes, and**
 234 **O'Keefe- Yes.**

235 VI. School Reopening

236 Mr. Steel commented that they will open school in the fall and how it looks like is to be
 237 determined.

238 They have surveyed their parents and faculty and asked them both a similar question which was
 239 *"If they cannot do full social distancing at school, but would take reasonable precautions,*
 240 *would you be comfortable with sending your child to school in the fall or would you be*
 241 *comfortable coming to work in the fall?"* About 1,000 parents and over 100 staff answered the
 242 question and, in both cases, about 2/3 of the respondents replied "yes" and 1/3 was "no".

243 He added that people are polarized on that topic and they need to make sure that they are
 244 thinking of all of their students and staff, they are not going to find a solution that everyone will
 245 be comfortable with for the fall. He has received many emails from parents on the different
 246 levels and they know that they have to look at this topic from many facets.

247 He is putting together a task force to guide him and provide him with advice that he can use to
 248 inform the Boards about what they need to be thinking about and what they need to be doing in
 249 the fall. With that in mind, all board members will be invited to participate in the meetings and
 250 the process. The task force will help him and his administration on their recommendations they
 251 will be making to the Board about their plans for the fall.

252 He has targeted 5 different groups:

253 1. School Nurses and Community Medical Professionals: Core Team- Mr. JM Vore and
254 Mr. Jim Manning and several others at the subgroup.

255 2. Principals, and Administration (within and outside the SAU): Principal of C/W, Ms.
256 Anna Parrill, and Mr. Henry LaBranche, Mr. Dan Black (Assistant Superintendent -
257 Londonderry School District)

258 3. Faculty, Staff and Associations (Unions and Souhegan PPC): Mr. Stephen O'Keefe
259 and Ms. Amy Facey and a several teachers.

260 4. Parents and Community Members: Mr. George Bower (Souhegan SD Moderator) , Mr.
261 Nate Jensen (Amherst SD Moderator) Mr. Peter King (Mont Vernon SD Moderator), Ms.
262 Shannon Gascoyne (Amherst Community Member/ JFAC Vice- Chair), Mr. Reed Panasiti
263 (Amherst Selectmen Representative) and Ms. Kim Roberge (Mont Vernon Selectman
264 Representative)

265 5. Students: Ms. Georgia Craven, (Student Rep to the Core Team, SHS Senior and
266 Community Council Moderator)

267 They will start meeting next Thursday and the meetings will be open to the public via Zoom.

268 They will discuss 5 key questions to start:

- 269 1. What is the right overall modality for school? Split sessions? Alternating attendance?
270 Parent choice with reasonable precautions? Or Fully remote until they achieve herd
271 immunity?
- 272 2. What is the best way to track individual student progress growth and achievement?
- 273 3. What competency/ recovery mechanism will they use at start up?
- 274 4. What safety precautions should be put into practice when they return to the physical
275 school building?
- 276 5. How do they engage their constituents to ensure consensus in the community?

277 August 1st is the date that he is planning on reporting back because families need to make plans.

278 He added that everyone is welcome, and they are going to moderate through the use of the
279 subgroups. He added that

280 Ms. Kuzsma added that there are a lot of families that are on the fence and they need to know
281 how to give you those answers. She inquired if during the meetings will there will be options and
282 for them to speak up and provide public comment.

283 Mr. Steel replied that he is not sure if public comment will happen at every meeting, but his goal
284 is to hear from the public as much as possible and he is committed to that.

285 Ms. Taylor inquired to if they had surveyed the parents and students about remote learning. She
286 asked to see the raw data.

287 Mr. O'Keefe asked for other community feedback.

288 Ms. Gibson added that she is also interested in seeing the raw data.

- 289 Ms. Grund asked how are the teachers feeling waiting to hear until August 1st.
- 290 Mr. Steel explained that the teacher response was similar to the parent response. Remote learning
291 is very hard on families and teachers.
- 292 Ms. Kelly Schmidt, 11 Patricia Lane, Amherst NH, questioned if the date of August 1st was
293 enough time to for them to implement their options.
- 294 Mr. Steel replied that everything is on the table and he would prefer to have the most recent data.
- 295 Mr. O’Keefe questioned the information that they are receiving from the NH DOE.
- 296 Mr. Steel replied that the DOE formed a task force of their own which has wide participation.
297 That task force is meant to advise them as superintendents in making these decisions and
298 recommendations to the Boards. Short of that, they will need to figure it out as a community.
- 299 Ms. Grund asked about the “Redesign” part.
- 300 Mr. Steel clarified that Ms. Grund is referring to the State’s School Transition Reopening and
301 Redesign Taskforce (STRRT).
- 302 Mr. Eckhoff inquired if they foresee a need for additional custodial staff for sanitization
303 throughout the day and additional nursing staff to monitor the health of the students.
- 304 Mr. Steel replied that both of those are on the table and it is part of the equation.
- 305 Mr. O’Keefe asked for further questions and/or comments.
- 306 There were no further questions or comments and the Board thanked Superintendent Steel.
- 307 VII. Principals Reports
- 308 Principal of SHS, Mr. Bill Hagen, noted that he wanted to give a quick update for the activities
309 this week. He then commended the staff and parent teacher groups working behind the scenes
310 during this challenging time. Between today and Wednesday, the teachers are taking in the last
311 of the assignments and by Wednesday they will be completed. This morning, the Scholarship
312 and Honor Society Planning Team finalized their plans for an event tomorrow at 4:00PM. On
313 June 3rd, they have a special materials pick up for Seniors and on June 5th they are planning a
314 Senior Parade.
- 315 The Board thanked Principal Hagen.
- 316 Principal of the Amherst Middle School, Dr. Bethany Bernasconi, noted that they had an end of
317 the year celebration for all of their students. There were approximately 187 cars that came
318 through and it was a great closure with tears and laughter. She thanked SHS for planning that
319 route. They have 8 teachers and support staff that are retiring. She thanked them for their
320 service, adding that they will be dearly missed.
- 321 They are also working on an 8th Grade Graduation on Friday June 12th, at 5:00. They will have a
322 virtual ceremony and drive through where families can decorate their cars. More information
323 will be coming to families soon.

324 This week is about supporting teachers and wrapping up the school year. They are working on
 325 comments and end of year grading and reporting. They are putting together resources to help
 326 families keep the learning going all summer. She thanked the community for their support.

327 The Board thanked Dr. Bernasconi.

328 Principal of Clark/Wilkins, Ms. Anna Parrill, noted her great appreciation for the following
 329 retirees, Ms. Sherry DeFranco, Ms. Louise Guay, Ms. Lorraine Stockwell, Ms. Nance Panasiti,
 330 and Ms. Kathy Johnson.

331 Their task force has also met for their 4th Grade Fond Farewell. They are slated for June 10th
 332 with a rain date of June 11th. Between 1:00 and 2:30, they will have different teams coming
 333 through and will hand them their certificate and music shirts. There will be more information
 334 coming out on Monday. June 8th.

335 In regard to placement, they have finished their meetings with teachers and are planning on
 336 moving students for the most part as a class K-2. Grades 3, they are looking to combine classes.
 337 They are still trying to provide transition activities either at virtually or in person. They have
 338 also not decided to share placement until mid-august, consistent with Mont Vernon and AMS.
 339 With incoming Kindergarten, families will receive information mid-June. Right now, they are
 340 at 118 registered.

341 She closed her report by stating that they are excited for the 4th grade Fond Farewell and to
 342 honor them for all of their work.

343 The Board thanked Principal Parrill.

344 Principal of the Mont Vernon Village School, Mr. John Schuttinger, added that their teachers
 345 are also working on the reports for the students and families. Those will go out on Wednesday.
 346 As far as enrollment, they are at 27 for Kindergarten. Even as the 6th grade moves on, they are
 347 still looking at enrollment for over 200. There is also a lot of new construction going on in
 348 Mont Vernon.

349 They also had some great May events beginning with a panel discussion offered by the
 350 counselors at the middle school. Staff at AMS also created videos for students. They also had a
 351 parade a few days ago with great attendance. This week they will also be reclaiming devices
 352 and other borrowed products.

353 He concluded his report by applauding Assistant Superintendent, Ms. Christine Landwehrle, for
 354 all of her work with collecting information from teachers to help them start successfully in the
 355 fall.

356 Mr. O'Keefe thanked Principal Schuttinger for his years of service. He emphasized that he will
 357 be greatly missed.

358 Chair of the Mont Vernon School Board, Ms. Sarah Lawrence also added her appreciation and
 359 best wishes for Principal Schuttinger.

360 The Board thanked Principal Schuttinger for his last Principal's Report.

361 Mr. Chen questioned Principal Hagen about the recent Community Council meeting and
 362 switching 6th period with 8th period. He noted that there was a poll about changing the period
 363 and if the students understood the context.

364 Principal Hagen replied that some students made valid points regarding why they want to have
 365 6th period remain where it is.

366 Mr. Chen noted that he heard a very compelling presentation regarding later school start time.
 367 He asked if there were there any alternatives that were offered.

368 Mr. Hagen explained the first proposal was about removing the White Day, and that was voted
 369 on and approved. The amendment was to put the White Day back in on Wednesdays. As that
 370 discussion took place, he realized that they would be better off if they did not do that. They will
 371 start the school year with the current schedule and then work on new conversations and new
 372 approaches if possible.

373 Ms. Behm commented that there was a couple of things that worked against them this year.
 374 First, it took a while to get through the transcripts due to remote learning. The conversation
 375 with the students had gone very well and it was going in a positive direction. Not all is lost but
 376 they are not as far as they would have liked.

377 The Board thanked Principal Hagen.

378 VIII. Grading Software Committee

379 Assistant Superintendent Landwehrle discussed that the Grading Software Committee was
 380 formed in the spring of 2020 based on feedback from a staff survey showing the need to review
 381 other grading software. Feedback from teachers indicated that their current system, Empower
 382 Learning, is not meeting teacher needs. Through that survey, teachers were able to indicate an
 383 interest in serving on a committee to review other software. Their grading software committee
 384 includes teachers, building and SAU leadership, a school board member, and a student.

385 The goal of the grading software committee is to review other standards-based grading and
 386 reporting software to determine if there is program that fits our grading practices but is more
 387 user-friendly for teachers than Empower Learning. The committee is conducting a deep review
 388 of other standards-based grading software, determining software to pilot, and developing a pilot
 389 plan. They have met several times and their work is going really well. They are down to two
 390 different types of software, TeacherEase and PowerTeacher Pro. There are also links for the
 391 Board in the Agenda Packet.

392 Ms. Taylor thanked Ms. Landwehrle for starting a committee and forming other options. She
 393 asked if there were other options beside Empower for next year.

394 Ms. Landwehrle replied that they still want parents to have access to scores online. She does not
 395 what to disrupt where parents have data.

396 Ms. Taylor inquired about the maximum available score and how it is going to be reflected on
 397 transcripts.

398 Ms. Landwehrle explained that they do have summer work planned to look at the assessments
 399 across the school year. The Assessment Grading and Reporting Committee noted that they also
 400 want to look at achieving maximum score and what that looks like in grading software. She can
 401 provide more information in the fall when they complete some of the work over the summer.

402 Ms. Grund commented that she has been sitting on some of software meetings and has heard the
 403 teachers asking some great questions. She asked if they were going to include parents in the
 404 pilot and questioned how they going to calculate the Core Score. It makes a difference how they
 405 are going to calculate the score.

406 Ms. Landwehrle replied that there are critical decision points along the way with whatever
 407 software that they choose. She feels strongly that they would have to make a SAU wide
 408 decision as to how they calculate that score, but it is every standard score. The committee
 409 would need to look at their options. While they are piloting that might be an important piece if
 410 they are down to two different options.

411 With the parents, they would want them to be involved and what they would really want to
 412 know is if it better. They would ask them if it gives a cleaner, clearer picture of their child as a
 413 learner. They would do that in one of two ways. Either if they had a full group that wants to
 414 pilot software and then they could pull the parents in. They want to make sure that teachers are
 415 comfortable with using the software first.

416 Mr. O'Keefe asked about the cost parameters of the new software as opposed to Empower.

417 Ms. Landwehrle replied that she is pulling pricing now. PowerTeacher Pro is an add on to
 418 PowerSchool and they have already purchased PowerSchool.

419 Ms. Taylor asked when can parents have access and if they have done any type of assessment.

420 Ms. Landwehrle replied that at the high school teachers are working on grades over the next
 421 few days.

422 Mr. O'Keefe suggested that she email her response since she was having technical difficulties.

423 The Board thanked Ms. Landwehrle.

424 IX. Public Comment II of II

425 Mr. John D'Angelo, Amherst Town Selectmen Representative, commented that if they can hold
 426 a live graduation then they should be able to have celebrations for the smaller clubs and teams.

427 Principal Hagan replied that unfortunately they have already decided that Prom will not happen
 428 this year. Unfortunately, there are going to be some events that will not be possible.

429 Superintendent Steel has organized the Graduation in a safe manner.

430 Mr. D'Angelo remarked that he understands not being able to have a socially distant Prom. He
 431 long remembers the people he spent time within the smaller clubs. Some of them have been on
 432 the same teams for 4 years. A blanket policy of "No" is not the best answer.

433 Ms. Courtney Vore, remarked that the teachers have been doing an amazing job with remote
434 learning. She inquired if they do have remote learning in the fall, will there be any teacher
435 training going on over the summer.

436 Mr. Steel replied that part of their job this summer is to evaluate this past spring what went well
437 and what did not. Then they know that they will have to provide additional training. They will
438 be doing what they can to prepare their teachers for the fall.

439 Ms. Vore asked when will that training take place.

440 Mr. Steel replied, it is to be determined and they are thinking the late fall.

441 Ms. Taylor inquired how many students will be taking advantage of summer school.

442 Mr. Steel replied that he does know that number off hand, they have Extended School Year and
443 Competency Recovery opportunities.

444 Principal Hagen added that some parents have been communicated to and they are gathering
445 that data to be completed soon.

446 Ms. Gibson applauded AMS Learning Specialist, Ms. Terry LaCoss for her granddaughter's
447 positive experience.

448 The Board thanked Mr. D'Angelo, Ms. Vore and Ms. Gibson for their comments.

449 X. Meeting Adjourned

450 **Ms. Facey adjourned the meeting at 8:15 PM.**

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SAU #39 Board Meeting
Consent Agenda Item #2
 Monday, August 10th, 2020
 Meeting Minutes- Not Approved

Attendees:

Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent, Deanna Cordts- CW Nurse, Roger Preston- Director of Facilities, Mike Berry- Principal SHS, Bethany Bernasconi- Principal AMS, and Anna Parrill- Principal Clark Wilkins.

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

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

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

Board Minutes: Danae A. Marotta

Public: Larry Ballard, AMS Chorus Teacher, Daniel Sullivan, Amherst NH, and Kate Costello, Amherst, NH.

I. Call to Order

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

II. SAU #39 Chair Opening Remarks

He then asked the Board attending (via Zoom), if it was impractical for them to be here in the Souhegan Learning Commons and if they were alone. He called a Roll Call: Coughlan- Yes, Lawrence- Yes, Conklin- Yes, St. Denis- Yes, Grudzien- Yes, Kuzsma- Yes, Torres- Yes, Taylor- Yes, Chen- Yes.

He noted that with him in person is, Mr. Tom Gauthier, Ms. Stephanie Grund, Ms. Terri Behm, Ms. Amy Facey, Mr. Pim Grondstra and Mr. Peter Eckhoff. Assistant Superintendent, Ms. Christine Landwehrle, is also in attendance along with other members of SAU #39 Administration.

I think that it is safe to say I speak on behalf of all of my fellow board members that we sincerely appreciate your attendance at tonight's meeting, and all look forward to a productive dialogue.

Tonight, they will be reviewing their school re-opening plan as presented by Superintendent, Mr. Adam Steel, and his Administration. Before they get started, he wanted to acknowledge the countless individuals who over the past 8 weeks have donated their time and efforts to draft this plan for their review. Over 100 faculty, staff, community members, medical professionals and students met 2 to 3 times per week to collaborate and design a plan that incorporates many concepts and safety protocols. There was no road map for them to refer to. This is a plan that was

crafted by all of the participants in a transparent and open process. That consistently sought feedback from each of the various stakeholders within their two communities of Amherst and Mont Vernon.

He commended the various individuals who led their respective groups during this process. School Nurses and Community Medical Personnel- Chair, Mr. Jim Manning, Principals and School Administrators- Chair, Ms. Anna Parrill, Faculty, Staff and Associations- Mr. O’Keefe and Chair, Ms. Facey, Parents and Community Members-Chair, Ms. Shannon Gascoyne and Students-Chair, Ms. Georgia Craven, their School Board Policy Committee- Chair, Ms. Kuzsma.

The time that each member of these various sub-committees gave to their two communities was great and sincerely appreciated. On behalf of his fellow board members, a sincere and enormous thank you to everyone.

As they begin their presentation, he would like to cover a few procedural matters. To start their meeting, he has asked for each of their respective Board Chairs to deliver brief opening remarks. He will then ask their superintendent to begin his presentation.

After his presentation, he will open the discussion to his fellow board members. He would also like to note that he has solicited well over 500 questions in advance of their session tonight from his fellow board members. Superintendent Steel has had the opportunity to address them in his presentation this evening and/or at their individual board meetings next week.

Once his fellow board members have had ample opportunity to review the plan and discuss its various components, he will open the meeting up to questions from the public. Those questions should be submitted to him through Zoom and not their chat feature. If you have similar concerns about a question, you may hit “like” on that question to bring it to the top of their list of questions. If you are participating tonight via Facebook and have a question, he will ask that you please click the link on Facebook that will bring you to their Zoom Meeting and submit their question via Zoom.

After the public comment has closed, he will accept a motion on the re-opening plan and call for a vote. All members are reminded of their responsibilities to their community members and are expected to cast a vote. They will then move their conversation to their SAU #39 Policy Committee to discuss the necessary policy updates to support their opening plan should it pass.

After a second public comment period, he will call for a vote on motions in hand in support of the policies. With that said, he thanked everyone for joining them this evening.

Chair of the Amherst School Board, Ms. Elizabeth Kuzsma, thanked all of staff, administrators and parents that have given their time to the Task Force Committee Meetings and Subcommittee meetings.

Chair of the Mont Vernon School Board, Ms. Sarah Lawrence, also thanked the members of the Task Force and new MVVS Principal, Ms. Kim Sarfte. They have a MV school board meeting on Monday, Aug 17th at 5:00PM via Zoom Webinar.

Chair of the Souhegan Cooperative School Board, Mr. Pim Grondstra, also commended the Task Force and new SHS Principal, Mr. Mike Berry. He added that they have a school board meeting on Tuesday, August 18th at 6:00PM via Zoom Webinar.

Ms. Kuzsma added that the Amherst School Board also has a meeting scheduled for Monday, August 17th at 7:00PM via Zoom Webinar.

III. SAU #39 Re-Opening Plan

Superintendent, Mr. Adam Steel, remarked that he is not in attendance at SHS due to being out of town and per the Governor's Directives, self-quarantining. He commended the many members of the Task Force adding that he is proud of the work that they have completed. They have adjusted along the way and it was put together with input from various stakeholders. This really is the Community's Plan and they have been very transparent in the process. Their meetings were public, virtually attended by several hundred people and that has led to a set of documents that detail this plan at various levels of depth. They are going to go through the structure of the plan this evening and each school has very detailed building level plans. It will be available to the public once it is posted on their webpage. Those very detailed plans have questions not only from the administration but the community.

In addition, board members have asked many, many questions in advance of this meeting. They are proud that they have done that and have answered those questions in writing ahead of time. They will also post those for the community. He encouraged the public to ask their own questions and they will answer them as a FAQ. They want this process to be available at the public's level of comfort.

Tonight's meeting is about the funding and policy objectives that are the responsibility of the school boards. It is about the SAU Board understanding the plan as a whole and as it interacts between the three districts, four schools and two towns. It hinges on them all working together. Once adopted by this Board, each individual board will have the opportunity to review the specific funding requests and individual things that affect their school(s) and districts.

He will discuss specifically about the conditions today opening in status Yellow. He emphasized that he is honored to be the Superintendent of the SAU #39. The plan that they have put together is something that comes from the bottom of his heart and is in the best interest of the students, staff, parents and community. None of this has been taken lightly. They believe that these plans are the safest and most prudent for their staff and students.

He reviewed the overall objective of Each Student Safely Achieves At Least A Year of Academic Growth by Memorial Day. First, they are talking about each and every student. They are not talking of ending school by Memorial Day. All of the plans are built around that objective.

Superintendent Steel then reviewed some Foundation points

1. This entire school year (and others after it) are likely to be disrupted
2. Conditions and individual comfort levels are going to be dynamic and unpredictable and will vary by season.

3. Overall guidance for safety protocols is the responsibility of the Governor and DHHS

4. Remote learning must be rigorous and strive to be a reasonable facsimile for in-person school

5. Learning outcomes, standards, and progress must remain intact

6. Teachers should be expected to instruct via one modality at a time

7. Each member of the school community- parents, students, teachers, administrators, and staff- must be committed to our objective for the year for us to be successful.

He commented on some Key Strategies.

1. Each member of the school community will be given freedom to make choices that are comfortable for them, while remaining responsible for their role in meeting our objective

2. The school year will be broken into short segments of time that will allow for flexibility in scheduling and in response to changing conditions

3. We will create redundancy and flexibility with teachers and groups of students in novel ways

4. Every student will have an Anchoring Adult who will be the key point of contact.

5. Significant Professional Development support and time will be provided to Faculty

6. Leverage outdoor opportunities whenever possible to create social distance

7. Segment 1 of the school year will focus on connection, communication, organization, and developing year-long plans for courses and individual student success.

Superintendent Steel explained that the Task Force met weekly for the last two months and included 100+ community and staff members and was organized in sub-committees: School nurse, science, and medical, Administrators, Faculty, Staff, and Associations, Community Members, Students, and Social/Emotional Learning specialists. Their guidance has been key in developing this plan.

He further reviewed the safety status colors. Red- School campus closed- remote learning only , Orange- School campus only open for priority/small-group purposes, Yellow- School campus open with significant safety and social distancing restrictions, Green-School campus open with recommended guidelines, and Blue- Near-normal campus access.

The decision points that they relied are on 1. The local determination of health and safety of their community, 2. Federal/Governor/DHHS decree or Executive order, 3. Local case counts/ hospitalizations/mortality data, 4. Resource availability 5. Parent and Faculty relative comfort level with on-campus access and 6. Increasing quality of the remote instructional model, to increase with time.

In status Red, it is similar to what happened this spring. There is no access to the school campus. They hope that this will not happen.

147 In status Orange (limited access) this is short of a full closure, limited access allows school
 148 campuses to be accessed by students with special needs, those who require additional support,
 149 and no more than 25% of the school population on a rotating basis. For example, there would be
 150 first grade students at school one day and then second grade, sixth grade, etc. This would mean
 151 the strictest cleaning protocols, masks required for staff on campus and for students, who are
 152 able, while indoors, minimization of travel within the building and social distancing required
 153 except when a student need precludes it.

154 In status Yellow, there is full access to the school campus for staff and students with significant
 155 safety protocols and a focus on reducing need for physical access to the campus when possible.
 156 There will still be the highest cleaning protocols, masks required for all staff and students inside
 157 school buildings, minimization of travel within the building, social distancing prioritized, but not
 158 required, inside classrooms, disciplinary policy supporting enforcement of safety protocols in
 159 school, and policy restricting symptomatic access to the school building by faculty or students.

160 In status Green (campus open), this when they expect 85-90% of the students to be on campus
 161 and the pandemic has largely passed. They would continue with strict cleaning protocols, mask
 162 use suggested, typical movement within the building with logical reduction in large gatherings,
 163 social distancing encouraged inside classrooms and policy restricting symptomatic access to the
 164 school building by faculty or students.

165 In status Blue, they are near normalcy. School is close to being back to normal operations and
 166 they are confident that they are past any near-term risk of contagion in the school community.
 167 Additionally, cleaning protocols will remain in place, mask use allowed, no reduction in
 168 movement or activity within the building and discouraged symptomatic access to the school
 169 building by faculty or students.

170 In the school year calendar, the school year will be broken up into 11 segments. Each segment
 171 will have updated protocols/modality changes finalized two weeks prior to the start of each
 172 segment in order to give choice to our community members. Each segment will create natural
 173 breaks in curriculum. They will maximize learning during times of low-impact safety concerns.
 174 School vacations may be altered based on changing conditions. Lastly, their overall goal is to
 175 aim for Memorial Day as their natural ending point with wrap-up of the year to happen in June,
 176 as needed.

177 Superintendent Steel noted the schedule with the beginning being two weeks long. When you are
 178 making the choice to be in-person or remote please keep in mind those natural breaks.

179 He further reviewed the Board action steps.

180 1. Renew motion from March: Motion to authorize the Superintendent to take any actions he
 181 deems reasonability necessary to address the threat posed by the COVID-19 virus to our
 182 students, staff, and community including but not limited to, modifying the SAU's Calendar
 183 and/or the manner of delivery of educational services, and consistent with all applicable statues,
 184 rules, and regulations.

185 2. Adopt a COVID-19 temporary policy

186 3. Formally move to support the structural plan: Motion to provide board support for the re-
 187 opening plan as presented by the Superintendent, subject to individual board support for
 188 appropriations and policy adoption.

189 4. Approve appropriation plan at constituent board meetings

190 He then explained the specific timeline. SAU Board Adopts Framework/Superintendent Declares
 191 Segment 1 Status August 10 at 6PM (Tonight)

192 Parent Information Nights:

193 August 11: C-W at 4PM, Souhegan at 6PM

194 August 12: MVVS at 4PM, AMS at 6PM

195 Parents and Staff Decide on Segment 1: (Through PowerSchool, and for an ongoing basis) More
 196 information to come.

197 August 13-15

198 Constituent School Boards Review and Adopt Funding Plans:

199 August 17: MVSB at 5PM, ASB at 7PM

200 August 18: SCSB Meeting at 6PM

201 Professional Development for Staff:

202 August 24-27 and August 31-September 1: All faculty PD

203 August 28, September 4, and September 8: Buildings open for faculty/staff

204 New Student/Matriculation Tours:

205 August 27-28 (schedule TBD)

206 August School Board Meetings:

207 August 27 (ASB at 3PM, MVSB at 4PM, SCSB at 5PM, SAU at 6PM)

208 School Start Schedule:

209 September 2: First day for MVVS, Wilkins, and AMS, grades 9 and 12

210 September 3: First day for Clark, Souhegan grades 10-11

211 September 4: No School

212 September 8: Remote only for all students (Primary Election Day, 2 schools used for elections)

213 He added that they could move to remote only in September if it is too hot.

214 He then explained that RSA 200:39 allows them to have a temporary policy. This permits the
 215 Superintendent to require masks, to ban students for failure to adhere to the requirements, makes

216 temporary changes to other policies (minor adjustments) and makes access to the physical school
 217 campus contingent on a notification requirement for testing and test results related to COVID-19.

218 Superintendent Steel then read the Draft Policy in its entirety: <https://bit.ly/sau39-covid-policy>)

219 Ms. Deanna Cordts, Nurse at Clark/Wilkins, then discussed parent responsibilities including
 220 screening their child daily at home prior to sending them to school for the following:

- 221 • Check temperature if Fever ≥ 100.0 do not send to school
- 222 • Chills
- 223 • Headache
- 224 • GI symptoms—nausea, vomiting, diarrhea, stomachache
- 225 • Upper respiratory symptoms—cough, sore throat, runny nose, shortness of breath
- 226 • Excessive Fatigue
- 227 • Body aches
- 228 • Loss of taste or smell
- 229 • Known exposure to COVID-19 + person
- 230 • Recent travel outside of the New England States

231 If the answer to any of these questions is yes, then the child should remain home. They then need
 232 to call their Primary Care Provider and the child should be tested.

233 Staff will self-check temperatures at home and prior to entry to school building daily and to
 234 complete symptom questionnaires as designated by the SAU.

235 Students should wear a well fitted cloth mask that covers their nose and mouth. Parents are
 236 encouraged to have their child wear the mask so that they can get used to them before the start of
 237 the school year. Teachers are to call the health office if they have a student that they would like
 238 to be seen by the nurse. The nurse will then come to the classroom to assess that child. Students
 239 requiring morning medication need to take their medication at home to decrease traffic in the
 240 Health Office.

241 If a child or staff presents with any of the above symptoms even if they are mild symptoms,
 242 (without previously reported history of condition) then they will be dismissed.

243 Once a child/staff is dismissed they will be required to contact their primary care provider and be
 244 tested for COVID-19. The person may return to school with proof of a negative test result.
 245 There will be a required quarantine of 10 consecutive days after dismissal while test results are
 246 pending or if no test was done. There is also a requirement to be 24 hours symptom free (10/1
 247 rule). This is NHPHD state guidelines. Sibling(s) from the same household may be dismissed as
 248 well. Parents will be required to sign off on the above guidelines during the registration process
 249 to show understanding and acknowledgement of them.

250 Regarding contact tracing, if someone has tested positive for Covid-19, the State will then be
 251 notified. The State will then contact the Nurse at the school, and they will help with contract
 252 tracing, but they will do the main tracing. People will then quarantine on that and they will help
 253 with notification. The whole idea of the pods is to keep exposure to a minimum. Regarding
 254 quarantining, the guidelines are within 6 feet of a person for 10 minutes or more.

255 The Board thanked Ms. Cordts.

256 Director of Facilities, Mr. Roger Preston, noted that they have been working very closely on their
 257 cleaning protocols with their chemical provider. They are also working with the Nurses and
 258 Athletic Directors to clean athletic equipment. Their chemical provider has provided training
 259 they are developing frequencies. Cleaning protocols are very important to them and they want to
 260 make sure the buildings safe for students and staff.

261 Superintendent Steel explained the resource requests broken down into 3 categories, Immediate,
 262 Short Term and Long Term. In terms of resource requests, it is broken down into groups of PD,
 263 PPE, Staffing, Furniture/Misc., and Cleaning/Storage and by district.

264 He added that they are going to give a high-level overview for their HVAC plans. They will do
 265 the short-term things that they can do and then accelerate the long-term projects. This will all tie
 266 into the Joint Facilities Advisory Committee's work.

267 Mr. Preston added that there are 7 options for all the buildings in the SAU #39. He first
 268 mentioned that they are looking to provide more fresh air into the buildings, ideally, changing
 269 the air over 6 times per hour. This will result in fresh air every 10 minutes. Option 2 is
 270 upgrading the filters in the unit ventilators and air handlers. Currently, they are running a MERV
 271 8 filter and would like to use a MERV 11 or MERV 13. They have to use caution as increasing
 272 the thickness of the filter would also restrict air flow. They have also looked into adding UV
 273 lights into the existing HVAC. They are also looking at adding Bipolar Ionization, installing a
 274 free standing HEPA filter cart and then installing UV direct lights in each classroom.

275 They are not recommending replacing the units in the Clark School. This site would be better
 276 suited as a Town community center.

277 Mr. Steel covered the funding sources of reprioritizing the existing budget (includes a budget
 278 freeze for non-essential purchases already in place and savings in their health insurance). In
 279 addition, they have Federal and State Grants and a special district meeting.

280 He recommended that each Board authorizes an emergency district meeting for the short-term
 281 expenditures needed for this year to operate schools safely.

282 For Amherst and Souhegan to additionally attempt a bond issue to fund long-term HVAC
 283 upgrades immediately that add air conditioning, UV filtering, and meet new school construction
 284 building code for fresh air requirements

285 For Mont Vernon, to re-purpose a capital reserve fund from near-term roof replacement to
 286 perform long-term HVAC upgrades immediately. They will then need to replace the roof fund.

287 IV. Building Level Plans

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289 • Souhegan High School

290 Principal of SHS, Mr. Mike Berry, discussed that this is an overview and they will answer
 291 questions in greater depth at a later time. He emphasized that the school year will look different,
 292 but it will take compromise, cooperation and sacrifice. He is excited about this opportunity and it

is going to be individualized and personalized. As mentioned throughout this process, they are going to Black and Gold Days. Wednesdays are Independent Learning Days not Flex Days from the Spring. No regularly scheduled classes but the expectation that students are working throughout the day. They are going to be limiting the number of people in the building at a time and utilizing Google Classroom and other resources. They will know more as families communicate their preference for in person or remote for Segment 1.

He then showed the Board what a schedule would like for a remote and in person student.

The Board thanked Principal Berry.

- Mont Vernon Village School

Principal of the MVVS, Ms. Kim Sarfte, noted that that they will focus on 1. Creating a safe and comfortable environment for students and staff 2. Ensuring that all students make at least one year of academic growth 3. Embrace flexibility and creativity and 4. Most importantly...ignite a passion for learning.

She noted that safety is paramount at MVVS. They will work together to create a culture that normalizes masks as a way to minimize the spread of germs. At the same time, they recognize that everyone needs a break. Mask breaks will be built in approximately every hour. They will occur throughout the day, indoors and outside, whenever possible.

Their school hours will be uninterrupted. There will be 1 start and end time, a regular bus schedule, exterior classroom doors (except K), all hands on deck during arrival & dismissal to guide students and detailed videos are forthcoming as they work out logistics for arrival and dismissal.

There will be Grade level Bands K-2, 3-4 and 5-6. WIN (What I Need) will be comprised of remediation or enrichment based on what each student needs. This will sustain high achievement and high growth at the same time boost high achievers with low growth. They can provide timely and intensive support for students with low achievement and low growth with frequent progress monitoring.

Special educators will deliver services to identified students remotely and in-person. The three MVVS special education teachers will focus on the grade-level band (K-2, 3-4, 5-6) that best fits their skill level. They may also work collaboratively to meet the needs of students outside of their assigned grade-level band.

Placement meetings with parents will take place via Zoom, whenever possible.

Speech services and occupational therapy will be delivered in-person and remotely.

Relationships and connections will be central to their success in keeping students engaged in the MVVS school community. For this reason, all students will be provided an Anchoring Adult.

The Anchoring Adult may be a Homeroom Teacher, Interventionist, or someone within the building that has formed a meaningful relationship with the student . The purpose of the Anchoring Adult is to keep our students connected to school, provide appropriate supports, and streamline communication. Anchoring Adults will be assigned no later than August 24, 2020.

331 Principal Sarfte showed the Board a Schedule Example.

332 They will utilize outdoor spaces as much as possible. Thanks to our amazing MVPTA, they will
 333 set up shady areas, and utilize flexible seating options to allow for outdoor learning and mask
 334 breaks as much as possible. They will also set up three or four “classroom areas” that teachers
 335 will be able to sign up for via shared documents.

336 The Board thanked Principal Sarfte.

337 • Clark/Wilkins School

338 Principal of Clark/Wilkins, Ms. Anna Parrill, noted that they had sent out to parents a 15-page
 339 document with procedures and video links.

340 She reviewed the in-person instruction, Teaching Teams (POD Structure). Students will be
 341 assigned to a homeroom with between 10 and 15 students with a full-sized classroom space. The
 342 homeroom teacher will be the Anchoring Adult for the students in their class. Each homeroom
 343 will be a part of a three-person teaching POD comprised of a total group of 30 to 45 students. All
 344 instruction, including Special Education and Intervention, will occur within the POD. Students
 345 will NOT mix with other students outside of their POD.

346 She showed the different grade levels and POD’s and a sample in-person instruction schedule.

347 School Hours have been adjusted and will be 9:15 - 3:05. At both Clark and Wilkins arrival and
 348 dismissal procedures will change to allow for appropriate physical distancing. Detailed plans and
 349 videos are available on the SAU #39 and Clark-Wilkins website.

350 For lunch, all students will eat lunch in their classrooms at Clark and Wilkins, school lunch will
 351 be delivered to classrooms by school staff, parent volunteers will not assist with lunch and
 352 specific lunch times will be determined by PODs and in conjunction with the school nutrition
 353 team.

354 For recess, A POD of students will attend recess together (3 separate locations and not wearing
 355 masks at a distance). At Wilkins, students will be limited to one of three designated recess
 356 spaces. A schedule will be developed that will allow rotations of space to provide equity. At
 357 Clark, students will be able to use the full playground space with the other students in their POD.
 358 Students will be able to use the playground but will not use handheld shared equipment.

359 For remote learning, there will be a designated remote learning classroom teacher established for
 360 grades 1, 2, 3, and 4. Remote learning teachers will be responsible for all content instruction and
 361 small group instruction for remote learners in their class. Students who receive Special Education
 362 services that elect to participate in remote learning, will receive remote Special Education
 363 services. Specials will be conducted remotely for all C/W students and remote students will have
 364 the opportunity to participate in the same block of schedules as their in-person peers.

365 She is looking forward for all parents to participate at their webinar at 4PM tomorrow.

366 The Board thanked Principal Parrill.

367 • Amherst Middle School

Principal of Amherst Middle School, Dr. Bethany Bernasconi, noted that she will do a high-level overview. She highlighted the foundations of Social/Emotional connections and needs, flexibility for teachers and families, time for prep, planning, collaboration, and professional learning, Personalized learning; maintaining time for intervention, reteaching and extension opportunities and differentiated learning needs of students, Integrated Arts as an essential component for students and a healthy and safe learning environment for all.

She added that the Anchoring Adults are bridged through the Launch Pad, and Morning Meeting will happen in 5th grade. She further explained Teacher Teams, Schedule Modifications, Segment- Based and EAGLE and “Smart” Lunch Blocks.

She explained the Guiding Principles: Common schedule across the building, preserve as much current planning/prep/collaboration/PD time as possible, simplify the schedule so that it works both for in-person and remote, preserve time for interventions/enrichment/ extra help, time for connections and SEL, maintain a robust integrated arts program, and mid-day break or “Smart” lunch (45 min will be lunch and recess).

She showed the Board a sample schedule and then discussed remote learning. Online and on-campus students will follow the same schedule, curriculum, and assessments. Online learners will be assigned a teacher at the beginning of each segment. The teacher will communicate this and any changes to the student and family via email. The assigned teacher may change at the beginning of a new segment due to the numbers of online learners, teachers available for on-line instruction, or needs of the learner. Attendance will be taken at the beginning of Eagle, Launchpad, and each Core. Google Classroom will be the primary interface for all on-line and on-campus learners.

Dr. Bernasconi explained that each core begins with synchronous student-teacher interactions that follow the bell schedule: This may include warm-ups, direct instruction, discussions, etc. Practice/Activity/Assessments: Individual or small group work during the class. This may be on-screen or screen free depending on the learning activity and outcomes. The teacher will keep the Zoom meeting open during this time for student questions, help, or to meet with students as needed. Each core ends with synchronous student-teacher wrap-up, closing activities, and/or work/draft submissions.

All on-line learners will participate in asynchronous Integrated Arts (IA) courses that mirror the on-campus course. Students participate in 2 IAs courses during each segment and are assigned to these in our student information system, PowerSchool. At the beginning of a new segment or when changing to a new IA course, students will receive an email inviting them to join the appropriate Google Classroom to access their assigned IA course.

Eagle is preserving the opportunity for services, intervention, extension, and re-teaching. Students begin day in Launchpad assignments- this limits group size and movement. Students will create weekly plans with the support of their teachers. Have opportunity to engage in various activities/lessons/projects, as well as scheduled re-teaching, intervention, and services through a virtual platform- Zoom, Google Classroom. Services for special education (on-campus learners) to be face to face as much as possible.

408 The Board thanked Dr. Bernasconi.

409 Superintendent Steel noted that they have posted all of the information on the website.

410 V. Board Questions

411 Chairman O'Keefe remarked that they will open the questions to the Board.

412 Mr. Gauthier asked about the UFB from last year and if they can carry it over.

413 Mr. Steel replied, only with a special school district meeting. It will still have a tax impact. The
414 funds from last year can still be used for this purpose.

415 Ms. Grund asked about making the beginning of January 4th remote.

416 Mr. Steel replied that yes, it is a possibility also over the holidays as well. That is why the
417 segments are set up as week segments because it unpredictable.

418 Ms. Grund asked about the staffing the food service and how do they predict the need.

419 Mr. Steel responded that the Food Services team will still have to find a way to predict need
420 accurately. They also might ask parents their preference a few days ahead of time.

421 Ms. Facey asked about adjustments for the Teacher Leader Effectiveness and support for
422 teachers.

423 Mr. Steel replied that they are not absent from teacher evaluations. They are thinking through
424 about evaluations and it is designed to be a coaching model.

425 Ms. Gruzdien asked about the Clark/Wilkins new school start time and if New Mornings will be
426 available for parents for early drop off. Second, in regard to outdoor classrooms, what can be
427 done through the community.

428 Mr. Steel noted that small children wearing masks for will not work well. They are working
429 through things with New Mornings, but they are not definite yet.

430 Principal Parrill replied that they have asked the PTA for an outdoor tent and they have a large
431 outdoor space. It comes down to logistics and they have the ground for it. They feel fortunate for
432 those opportunities.

433 Mr. Chen asked if they can offer an award for best practices or creative ideas.

434 Mr. Steel replied, if they have the time and capacity then he is in support.

435 Mr. Torres asked about legislative funding from the State that is available for Covid expenses.

436 Mr. Steel responded that there are some rumors of funding, but he is not aware of anything.

437 Mr. O'Keefe questioned starting school before Labor Day. He added that people might be
438 traveling out of State.

439 Mr. Steel commented that he is concerned with instructional time.

440 Ms. Grund inquired about the staggered start time at SHS. They are losing the opportunity for
 441 instructional time. She believes that they need to revisit and bring the 9th and 10th graders in
 442 school.

443 Principal Berry added that this was not an easy decision and they had to change the Master
 444 Schedule. They will be looking at maximizing the instruction time he will be happy to explain
 445 further at the next SCSB meeting.

446 Ms. Gruzdien asked about Kindergarten and remote learning.

447 Mr. Steel replied that he is concerned with Kindergarteners being remote learners. He
 448 encouraged the board to think outside of age as it translates to grade level. Some students might
 449 need more time before taking the next step.

450 Ms. Gruzdien commented that it is something that the community has been talking about for
 451 quite some time.

452 Principal Parrill remarked that Kindergarten as remote learning will be an option on the parent
 453 survey. They are prepared but are waiting for the numbers to know the shift and pivot for every
 454 segment. There will be a remote option for Kindergarten and first grade.

455 Principal Sarfte also replied that their two interventionists have elected to teach remotely. They
 456 will be teaching Humanities, ELA; and Math K-4. There is a third teacher that will teach 5-6
 457 only and some science as well.

458 Mr. Grondstra questioned health screening. He noted his concern with staggered starts and
 459 suggested doing an online health questionnaire. He also asked about a reason to record any
 460 information to look at trends. Some doctors do similar.

461 Ms. Cordts replied that they are not electing to check students at the door due to social distancing
 462 protocols. There is a new program in demographics where information is added by the parent and
 463 they do have access to that.

464 Ms. Taylor inquired if you answer yes, in the health questionnaire are you not allowed to
 465 participate or attend school.

466 Ms. Cordts replied, yes, and you are recommended to get a Covid test from your primary care
 467 doctor. Those are the guidelines from the State.

468 Ms. Taylor noted her concern with using NWEA as an assessment.

469 Ms. Landwehrle added that they use NWEA in the 9th grade and the beginning of 10th grade. It
 470 will be important in 10th grade. They always use multiple data points.

471 VI. Public Comment

472 Mr. O'Keefe added that there will be no questions answered just comments allotted in 3-minute
 473 segments.

474 Mr. Larry Ballard, AMS Teacher, commented from a teacher perspective, that it is challenging
 475 not to have all of the safety information in order to make an informed decision.

476 Mr. Daniel Sullivan, Amherst NH, questioned why they have not looked into outdoor
 477 classrooms. HVAC is one of the biggest problems and a lot of the learning can be done outside.
 478 He commented that his children would do better in learning pods with their friends.

479 Ms. Kate Costello, Amherst NH, inquired why the start times will be changed. She added that it
 480 will be difficult for working parents to adjust their work schedule.

481 **Mr. Grondstra motioned to accept the SAU #39 Re-Opening Plan as presented. Mr. St.**
 482 **Denis seconded the motion.**

483 Mr. O’Keefe asked for discussion.

484 Ms. Taylor asked if he can verify what is being presented and questioned if they should do
 485 weighting voting.

486 Mr. O’Keefe replied the Re-Opening plan that was presented by Superintendent Steel, that was
 487 the plan that was sent to them prior to the meeting, the school Re-Opening plan includes the
 488 segmentation of their calendar year, the status of the school buildings in terms of being opened
 489 or closed, the potential administration of policies that are going to restrict access to their
 490 buildings or request students not to attend, and the remote option for students and faculty.

491 Ms. Taylor asked if weighted voting was an option.

492 Mr. Steel replied that it is always an option when a majority of those present vote for a weighted
 493 vote.

494 Ms. Taylor then requested a weighted vote.

495 Ms. Gruzdien asked for clarification on a weighted vote.

496 Mr. Steel read Title XV, Education, Chapter 194-C, School Administrative Units

497 *Section 194-C:8 “194-C:8 Weighted Voting. – In all votes regarding school administrative unit*
 498 *affairs, including the organization of such unit's school board and selection of officers, each*
 499 *district shall be entitled to one vote for each 16 pupils residing in that district and enrolled in*
 500 *schools under the administrative unit. A balance of 8 or more students shall entitle that district*
 501 *to an additional vote. A balance of fewer than 8 students shall have no net effect on a district's*
 502 *vote. Enrollments shall be based on the average daily membership in residence of each district*
 503 *for the school year which ended in the preceding June. Weighted votes shall only be used upon*
 504 *the demand of a majority of the members of any board present and voting in the school*
 505 *administrative unit. The school board members present at a school administrative unit school*
 506 *board meeting shall be entitled to cast the entire number of votes assigned to their school*
 507 *districts, provided that each representative present shall be entitled to a proportionate share of*
 508 *the total to be cast as provided in RSA 194-C:7.”*

509 Mr. O’Keefe asked for the purpose for weighted request.

510 Ms. Taylor replied due to the fact that are trying to vote on a SAU #39 platform for something
 511 that affects individual boards which have been elected to represent their individual schools.

512 Ms. Kuzsma questioned if it this is physically present or present in the meeting.

513 Mr. Steel replied, present in the meeting.

514 Ms. Kuzsma added that the AMS students that reside in Mont Vernon are included in the Mont
515 Vernon vote per the NHSBA attorney.

516 **Mr. O’Keefe asked the Board for a roll call vote for weighted voting. He started with the**
517 **ASB first. Kuzsma-No, Gauthier- No, Conklin-No, Behm- No, Gruzdien- No, Grondstra-**
518 **No, Facey-No, Chen- No, Coughlan-No, Taylor- Yes, Torres-No, Grund, No, Lawrence-No,**
519 **Eckhoff-No, St. Denis-No, Hinckley- Not present and O’Keefe- No.**

520 Ms. Grudzien commented that a later start will be more difficult for working parents. She
521 suggested looking at dismissing the children earlier and would like to see a plan come forward.

522 Ms. Grund commented that she would like to see the academic time for the 9th and 10th grade to
523 be added in.

524 **Mr. O’Keefe called for a roll call vote: Kuzsma-Yes, Gauthier- Yes, Conklin-Yes, Behm-**
525 **Yes, Gruzdien- Yes, Grondstra-Yes, Facey-Yes, Chen- Yes, Coughlan-Yes, Taylor- No,**
526 **Torres-Yes, Grund- Yes, Lawrence-Yes, Eckhoff-Yes, St. Denis-Yes, Hinckley- Not present**
527 **and O’Keefe- Yes.**

528 **Mr. Coughlan motioned to reauthorize the Superintendent to take any actions he deems**
529 **reasonability necessary to address the threat posed by the COVID-19 virus to our students,**
530 **staff, and community including but not limited to, modifying the SAU’s Calendar and/or**
531 **the manner of delivery of educational services, and consistent with all applicable statutes,**
532 **rules, and regulations. Ms. Kuzsma seconded the motion.**

533 Mr. O’Keefe asked for discussion.

534 Ms. Grund asked if this will cover staff changes as well.

535 Mr. O’Keefe replied it is not for the Superintendent to do anything drastic but an order to provide
536 the Superintendent that level of permission and authority from the Board during the Covid- 19
537 Pandemic.

538 Mr. Chen asked about the decisions to change color status is critical. He would like to see more
539 clarity on the criteria that will be used. He would not support anyone individual to make that
540 universal decision by themselves. He noted that in the future, it is something that he is very
541 concerned about.

542 Mr. Steel replied that communication is key. There is a pool of data and he has to decide based
543 on that. They will use a Dashboard, but it is very much an administrative judgement. He is
544 looking for Board feedback and for them to get involved. He is not taking it lightly.

545 Mr. O’Keefe commented that they need to have clear and concise directives, but they do need to
546 empower their administrators.

547 Ms. Taylor remarked that the board members are not advisors nor employees of the district. The
548 policy is too broad and not justified. There were no school board meetings over the summer with

549 little to no communication to the Board. A broad policy is handing over their responsibility that
550 they were elected for.

551 Mr. Grondstra remarked that with the data there are will be a margin of error. He asked if it was
552 possible to establish bands of data. If trends are going up but they are still in the Yellow status,
553 maybe they can think about transitioning to Orange. He suggested using that to figure out the
554 best path forward.

555 Ms. Gruzdien added that she did feel included in this plan and commended all who worked on
556 this plan. Chair, Ms. Kuzsma, also sent communications as well. She gave her full support for
557 Superintendent Steel to confer with the appropriate board(s) in making financial decisions.

558 Mr. Chen agreed with Mr. Grondstra and mentioned there are ways of analyzing data. These are
559 critical decisions and affect the community. He added that this policy is not about Superintendent
560 Steel, it could be a different administrator.

561 Ms. Gruzdien replied that this policy is about Superintendent Steel.

562 Mr. Chen disagreed; it is about a generalized policy for whoever is in that position. He
563 mentioned that he is in favor of creating a Dashboard, it is a necessary facet of going through this
564 process.

565 Ms. Behm commented that there has been a lot of communication with a lot of transparency. If it
566 changes then that is a different conversation.

567 Mr. Coughlan remarked that this is not a policy but a continuation of authority. Some of the
568 things in this process are very simple. He added that they do not know enough to operate in this
569 mode, unless it is under the Governor's directive.

570 Ms. Lawrence mentioned that everything has been transparent and asked if the board can
571 consider his strengths when making the decision.

572 Ms. Taylor remarked that if the Board is not fulfilling their role and this is too broad and handing
573 everything over to the Superintendent.

574 Ms. Facey added that this is not a policy.

575 **Mr. O'Keefe called for a roll call vote: Kuzsma-Yes, Gauthier- Yes, Conklin-Yes, Behm-**
576 **Yes, Gruzdien- Yes, Grondstra-Yes, Facey-Yes, Chen- No, Coughlan-Yes, Taylor- No,**
577 **Torres-Yes, Grund- Yes, Lawrence-Yes, Eckhoff-Yes, St. Denis-Yes, Hinckley- Not present**
578 **and O'Keefe- Yes. (14-2-0) Motion passed.**

579 Mr. O'Keefe asked Ms. Kuzsma if she would like to discuss the Emergency Policy on Personal
580 Protective Measures.

581 Ms. Kuzsma remarked that in the beginning of the policy they have added the reasons why.
582 Below that are the mask and face covering requirements and following are the testing
583 notification requirements. All boards will be reviewing this policy every quarter. They do not
584 have to vote on it each time. The Chair may ask for more information monthly. They have had
585 legal counsel review this policy.

586 Mr. O’Keefe asked for clarification on what Ms. Kuzsma would like to do for the policy.

587 Mr. Steel suggested that they have it as a first reading tonight and then go to the individual
588 boards next week.

589 Ms. Lawrence added that there are student athletes that drive, and they did not address that in
590 this policy.

591 Mr. Steel replied that he would like to research that. He is not comfortable with a student driving
592 other students home from away games.

593 Mr. Eckhoff asked about insurance and questioned mask designs. Should staff have the authority
594 to ask students to switch into a different mask.

595 Ms. Kuzsma read from the policy #6. *“The Superintendent or his/her designee, with input from
596 the building nurse, will establish mask and/or face covering definitions, style guidelines, and
597 efficacy requirements based on CDC and NH DHHS, and other appropriate guidelines.”*

598 Mr. Eckhoff noted that it could be like an offensive tee-shirt and Superintendent Steel will not be
599 in the building every day.

600 Mr. Conklin added that it states “his/her designee”

601 Ms. Grund asked about #4. *“The District shall endeavor to maintain a supply of masks for
602 students and staff who do not have access to a mask or cloth face covering”* and under Duration
603 *“or the Board determines that there is no longer a substantial risk that unmasked persons will
604 present a hazard to themselves or others in the school setting, whichever event is the latter.*

605 She questioned if there is a mask shortage will they have enough. She also noted her concern
606 with the language under Duration. If the Governor rescinds his policy, she would prefer it go to
607 the Board.

608 Ms. Kuzsma replied that the Governor could supersede their decision and make them mandatory
609 it clears up who has the final say. It is the latter event.

610 Ms. Grund added that she wants to make sure that they always have masks for those in need.

611 Mr. O’Keefe mentioned that the Principal Sarfte has asked the MV community for donations of
612 PPE. They have received quite a few and they would be happy to share to those in need.

613 Ms. Taylor remarked that the NHIAA recommended that parents drive their own students. She
614 will look for more information to back it up.

615 Mr. St. Denis mentioned that there are students that cannot wear masks due to a health issue. He
616 questioned if it needed to be worded on a building to building level. It could turn into a bullying
617 issue.

618 Mr. Gauthier responded that he believes that it is the natural teaching environment with students
619 with paraprofessionals.

620 **Ms. Kuzsma motioned to move the Emergency Policy on Personal Protective Measures to**
 621 **the individual boards for a second reading. Ms. Facey seconded the motion.**

622 Mr. O’Keefe asked for discussion.

623 There were no comments or questions.

624 **Mr. O’Keefe called for a roll call vote: Kuzsma-Yes, Gauthier- Yes, Conklin-Yes, Behm-**
 625 **Yes, Gruzdien- Yes, Grondstra-Yes, Facey-Yes, Chen- Yes, Coughlan-Yes, Taylor- No,**
 626 **Torres-Yes, Grund- Yes, Lawrence-Yes, Eckhoff-Yes, St. Denis-Yes, Hinckley- Not present**
 627 **and O’Keefe- Yes. (15-1) Motion passed.**

628 Mr. O’Keefe asked Superintendent Steel for any other agenda items.

629 Superintendent Steel replied no; he does not have any other agenda items. He emphasized his
 630 great appreciation for the Board and their thoughtful comments and questions.

631 Chairman O’Keefe commended Superintendent and his team for all of their work.

632 VII. Public Comment II of II

633 No Public Comment

634 VIII. Meeting Adjourned

635 **Ms. Facey adjourned the meeting at 9:55PM.**

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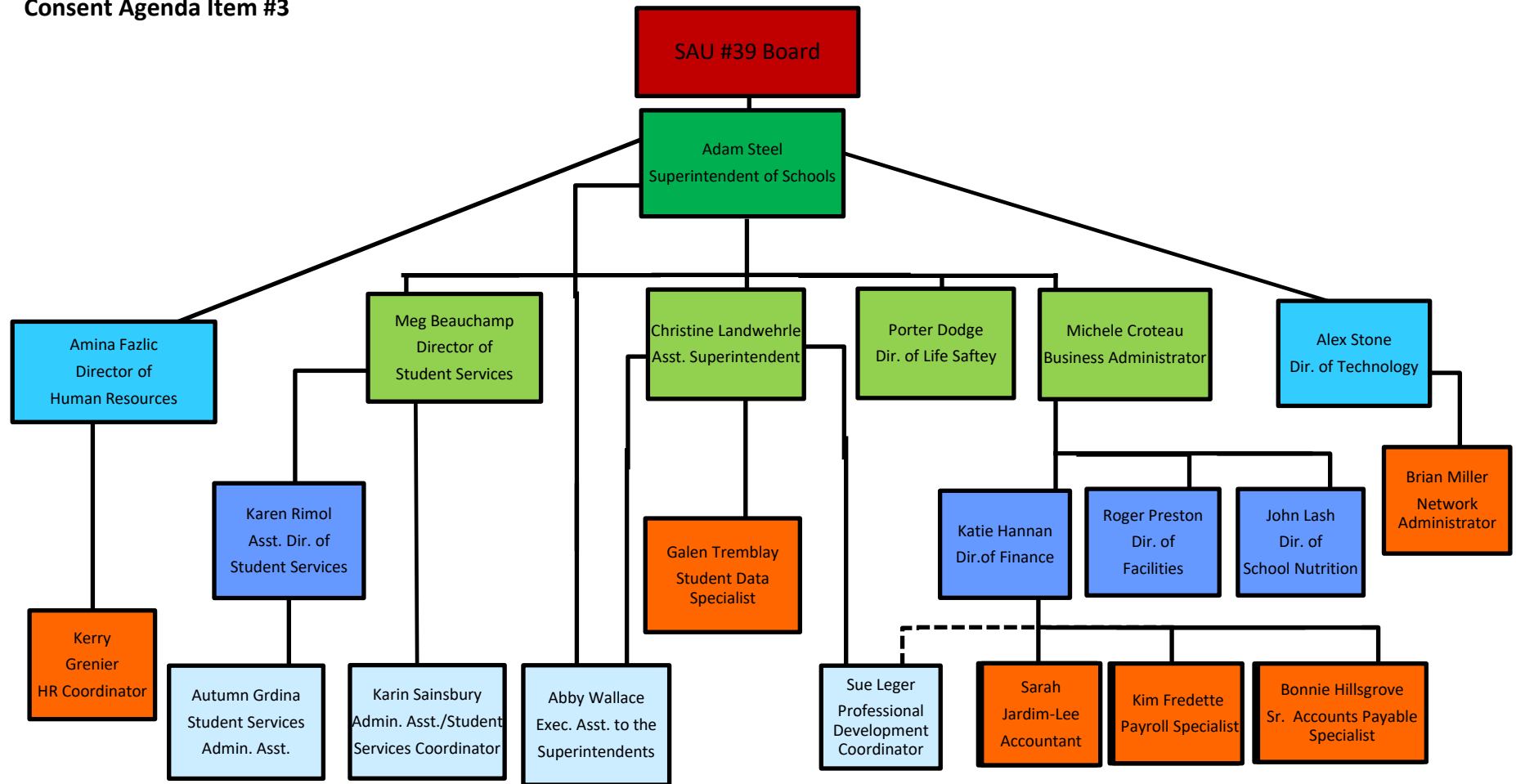
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Consent Agenda Item #3

2019-2020
SAU #39 Organizational Chart



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

Consent Agenda Item #4

May-2020

School Administrative Unit #39		
Town of Amherst, NH		
Monthly Report of the Treasurer		
as of 5/31/2020		
Cash on hand	5/1/2020	\$283,846.43
Deposits		\$95,647.39
AP-PR		(\$204,902.29)
Balance on hand	5/31/2020	\$174,591.53

Filename: 2020-05-SAU39 Treasurer Report.xlsx
Month 5/1/2020

SAU#39
Monthly Reconciliation Report
Combined Accounts

May-20	Peoples United	Peoples United	TOTAL
	*1191	*760	
	Cash Management	Municipal Checking	
5/31/2020	\$216,666.70	\$10,000.00	\$226,666.70
Deposits in Transit: (add)			
Outstanding Checks: (subtract)			
a) Accounts Payable		\$(2,108.84)	
b) Payroll		\$(49,966.33)	
c) Payroll Direct Deposit & IRS			
Total Outstanding		\$(52,075.17)	\$(52,075.17)
Reconciled Book Balance			\$174,591.53
Balance from Treasurer's Journal			\$174,591.53
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
5/1/2020	Beginning Balance		3/1/2020	Beginning Balance		\$283,846.43
5/13/2020	Deposit: ASD, DOE USDA Meal Programs	\$6,687.19	5/12/2020	Payroll Direct Deposit pp23 v6237	(\$47,224.95)	\$243,308.67
5/29/2020	Deposit: SCSD, ASD	\$88,846.84	5/12/2020	Payroll Direct Deposit pp23 v6238	(\$5,310.71)	\$326,844.80
			5/26/2020	Payroll Direct Deposit pp24 v6242	(\$40,973.18)	\$285,871.62
			5/26/2020	Payroll Direct Deposit pp24 v6243	(\$5,310.71)	\$280,560.91
			5/14/2020	Payroll IRS pp23 v6240	(\$10,338.66)	\$270,222.25
			5/28/2020	Payroll IRS pp24 v6245	(\$7,779.85)	\$262,442.40
			5/1/2020	Payroll 457 pp22 v62333	(\$2,807.11)	\$259,635.29
			5/15/2020	Payroll 457 pp23 v6239	(\$1,726.66)	\$257,908.63
			5/29/2020	Payroll 457 pp24 v6244	(\$1,726.66)	\$256,181.97
			5/28/2020	Payroll pp234 v24 ck400574-400574	(\$415.57)	\$255,766.40
			5/14/2020	Payroll Ded pp23 v6241 ck400564-400564	(\$565.06)	\$255,201.34
			5/28/2020	Payroll Ded pp23 v6246 ck400575-400575	(\$420.09)	\$254,781.25
			5/28/2020	Payroll Ded v6247 ck400576-400578	(\$49,481.50)	\$205,299.75
						\$205,299.75
						\$205,299.75
						\$205,299.75
						\$205,299.75
			5/7/2020	Expense v1730 ck400549-400563	(\$28,976.09)	\$176,323.66
5/31/2020	Heartland Payment Services	\$95.00	5/21/2020	Expense v1731 ck400565-400573	(\$1,845.49)	\$174,573.17
						\$174,573.17
5/31/2020	Interest - Cash Management	\$18.36				\$174,591.53
						\$174,591.53
						\$174,591.53
5/31/2020	Ending Balances	\$95,647.39			(\$204,902.29)	\$174,591.53
				Payroll Direct Deposit	(\$123,198.49)	
				Payroll	(\$50,882.22)	
				AP	(\$30,821.58)	

SAU39 Treasurer's Report
Unreconciled Check Register

Uncleared Transactions
SAU39 Checking 0760

Num	Date	Payee	C Memo	Category	Amount
Expense Categories					
Payroll Ded					
400576	5/28/2020	HEALTHTRUST, INC.	6247 Payroll Ded		(\$28,934.95)
400577	5/28/2020	MONY LIFE INSURANCE COMPANY OF A	6247 Payroll Ded		(\$576.72)
400578	5/28/2020	NEW HAMPSHIRE RETIREMENT SYSTEM	6247 Payroll Ded		(\$19,969.83)
Total Payroll Ded					(\$49,481.50)
Payroll					
400528	4/16/2020	Marotta, Danae A.	21 Payroll		(\$69.26)
400574	5/28/2020	Marotta, Danae A.	24 Payroll		(\$415.57)
Total Payroll					(\$484.83)
Expense!					
400246	9/12/2019	MOULTON'S MARKET	1715 Expense!		(\$208.86)
400375	12/12/2019	SHRED-IT USA LLC	1721 Expense!		(\$45.43)
400518	4/2/2020	JAMES, CARRIE ELIZABETH	1728 Expense!		(\$106.71)
400550	5/7/2020	AMHERST EARTH PRODUCTS	1730 Expense!		(\$150.00)
400566	5/21/2020	BUCKLEY DISPOSAL SERVICES	1731 Expense!		(\$38.00)
400567	5/21/2020	JAY MCKENNA CLEANING, LLC	1731 Expense!		(\$995.00)
400568	5/21/2020	MONT VERNON SCHOOL DISTRICT	1731 Expense!		(\$20.00)
400569	5/21/2020	NHSAA	1731 Expense!		(\$100.00)
400570	5/21/2020	PENNICHUCK WATER WORKS, INC.	1731 Expense!		(\$65.91)
400571	5/21/2020	RICOH USA, INC.	1731 Expense!		(\$285.57)
400573	5/21/2020	W.B. MASON CO., INC.	1731 Expense!		(\$93.36)
Total Expense!					(\$2,108.84)
Total Expense Categories					(\$52,075.17)
Grand Total					(\$52,075.17)

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

Consent Agenda Item #5

June-2020

School Administrative Unit #39		
Town of Amherst, NH		
Monthly Report of the Treasurer		
as of 6/30/2020		
Cash on hand	6/1/2020	\$174,591.53
Deposits		\$222,165.21
AP-PR		(\$200,325.55)
Balance on hand	6/30/2020	\$196,431.19

Filename: 2020-06-SAU39 Treasurer Report.xlsx
Month 6/1/2020

SAU#39
Monthly Reconciliation Report
Combined Accounts

June-20	Peoples United	Peoples United	TOTAL
	*1191	*760	
	Cash Management	Municipal Checking	
6/30/2020	\$243,343.32	\$10,000.00	\$253,343.32
Deposits in Transit: (add)			
Outstanding Checks: (subtract)			
a) Accounts Payable		\$(10,424.76)	
b) Payroll		\$(46,487.37)	
c) Payroll Direct Deposit & IRS			
Total Outstanding		\$(56,912.13)	\$(56,912.13)
Reconciled Book Balance			\$196,431.19
Balance from Treasurer's Journal			\$196,431.19
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
6/1/2020	Beginning Balance		3/1/2020	Beginning Balance		\$174,591.53
6/11/2020	Deposit: MVSD, SCSD, ASD, State of NH	\$200,925.90	6/9/2020	Payroll Direct Deposit pp25 v6248	(\$42,800.42)	\$332,717.01
6/30/2020	Deposit: ASD, MVSD	\$20,692.57	6/9/2020	Payroll Direct Deposit pp25 v6249	(\$11,724.10)	\$341,685.48
			6/23/2020	Payroll Direct Deposit pp26 v6253	(\$40,311.86)	\$301,373.62
			6/23/2020	Payroll Direct Deposit pp26 v6254	(\$5,120.12)	\$296,253.50
			6/11/2020	Payroll IRS pp25 v6251	(\$8,123.94)	\$288,129.56
			6/25/2020	Payroll IRS pp26 v6256	(\$7,658.78)	\$280,470.78
			6/12/2020	Payroll 457 pp25 v6250	(\$1,726.66)	\$278,744.12
			6/26/2020	Payroll 457 pp26 v6251	(\$1,726.66)	\$277,017.46
			6/11/2020	Payroll pp25 v25 ck400585-400585	(\$554.10)	\$276,463.36
			6/25/2020	Payroll pp26 v26 ck400602-400602	(\$369.40)	\$276,093.96
			6/11/2020	Payroll Ded pp25 v6252 ck400586-400586	(\$420.09)	\$275,673.87
			6/25/2020	Payroll Ded pp26 v6257 ck400603-400603	(\$425.51)	\$275,248.36
			6/30/2020	Payroll Ded v6258 ck400612-400613	(\$46,487.37)	\$228,760.99
						\$228,760.99
			6/18/2020	Expense VOID ck400375	\$45.43	\$228,806.42
			6/18/2020	Expense v1721 ck400601-400601	(\$45.43)	\$228,760.99
			6/4/2020	Expense v1732 ck400579-400584	(\$21,544.11)	\$207,216.88
			6/18/2020	Expense v1733 ck400587-400600	(\$3,597.84)	\$203,619.04
6/30/2020	Heartland Payment Services	\$526.15	6/30/2020	Expense v1734 ck400604-400611	(\$8,234.59)	\$195,910.60
			6/18/2020	Expense VOID ck400582	\$500.00	\$196,410.60
6/30/2020	Interest - Cash Management	\$20.59				\$196,431.19
						\$196,431.19
						\$196,431.19
6/30/2020	Ending Balances	\$222,165.21			(\$200,325.55)	\$196,431.19
				Payroll Direct Deposit	(\$119,192.54)	
				Payroll	(\$48,256.47)	
				AP	(\$32,921.97)	

SAU39 Treasurer's Report
Unreconciled Check Register

Uncleared Transactions
SAU39 Checking 0760

Num	Date	Payee	C Memo	Category	Amount
Expense Categories					
Payroll Ded					
400612	6/30/2020	HEALTHTRUST, INC.	6258 Payroll Ded		(\$26,931.11)
400613	6/30/2020	NEW HAMPSHIRE RETIREMENT SYSTEM	6258 Payroll Ded		(\$19,556.26)
Total Payroll Ded					(\$46,487.37)
Expense!					
400246	9/12/2019	MOULTON'S MARKET	1715 Expense!		(\$208.86)
400518	4/2/2020	JAMES, CARRIE ELIZABETH	1728 Expense!		(\$106.71)
400569	5/21/2020	NHSAA	1731 Expense!		(\$100.00)
400587	6/18/2020	AMHERST EARTH PRODUCTS	1733 Expense!		(\$32.00)
400592	6/18/2020	JAMES, CARRIE ELIZABETH	1733 Expense!		(\$493.41)
400594	6/18/2020	LANDWEHRLE, CHRISTINE	1733 Expense!		(\$27.90)
400596	6/18/2020	PENNICHUCK WATER WORKS, INC.	1733 Expense!		(\$58.29)
400599	6/18/2020	Steel, Adam A.	1733 Expense!		(\$1,163.00)
400604	6/30/2020	CHAKRIN, BRUCE	1734 Expense!		(\$1,171.41)
400605	6/30/2020	CONSOLIDATED COMMUNICATIONS, INC	1734 Expense!		(\$3,505.50)
400606	6/30/2020	Dodge, Porter B.	1734 Expense!		(\$339.10)
400607	6/30/2020	GRELLA AND SON LANDSCAPING, INC.	1734 Expense!		(\$125.00)
400608	6/30/2020	JAY MCKENNA CLEANING, LLC	1734 Expense!		(\$995.00)
400609	6/30/2020	W.B. MASON CO., INC.	1734 Expense!		(\$106.93)
400610	6/30/2020	WADLEIGH, STARR & PETERS, P.L.L.	1734 Expense!		(\$1,878.75)
400611	6/30/2020	WALLACE, ABIGAIL	1734 Expense!		(\$112.90)
Total Expense!					(\$10,424.76)
Total Expense Categories					(\$56,912.13)
Grand Total					(\$56,912.13)

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

Consent Agenda Item #6

July-2020

School Administrative Unit #39		
Town of Amherst, NH		
Monthly Report of the Treasurer		
as of 7/31/2020		
Cash on hand	7/1/2020	\$196,431.19
Deposits		\$276,263.62
AP-PR		(\$293,090.15)
Balance on hand	7/31/2020	\$179,604.66

Filename: 2020-07-SAU39 Treasurer Report.xlsx
Month 7/1/2020

SAU#39
Monthly Reconciliation Report
Combined Accounts

July-20	Peoples United	Peoples United	TOTAL
	*1191	*760	
	Cash Management	Municipal Checking	
7/31/2020	\$273,747.40	\$10,000.00	\$283,747.40
Deposits in Transit: (add)			
Outstanding Checks: (subtract)			
a) Accounts Payable		\$(53,091.03)	
b) Payroll		\$(51,051.71)	
c) Payroll Direct Deposit & IRS			
Total Outstanding		\$(104,142.74)	\$(104,142.74)
Reconciled Book Balance			\$179,604.66
Balance from Treasurer's Journal			\$179,604.66
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
7/1/2020	Beginning Balance		7/1/2020	Beginning Balance		\$196,431.19
7/21/2020	Deposit Reference 8594220760	\$263,394.97	7/7/2020	Payroll Direct Deposit pp1 v6259	(\$47,096.26)	\$412,729.90
7/31/2020	Deposit Reference 8611912710	\$12,851.17	7/7/2020	Payroll Direct Deposit pp1 v6260	(\$6,528.15)	\$419,052.92
			7/21/2020	Payroll Direct Deposit pp2 v6264	(\$44,632.05)	\$374,420.87
			7/21/2020	Payroll Direct Deposit pp2 v6265	(\$6,221.28)	\$368,199.59
			7/9/2020	Payroll IRS pp1 v6262	(\$7,846.06)	\$360,353.53
			7/23/2020	Payroll IRS pp2 v6267	(\$8,943.82)	\$351,409.71
			7/10/2020	Payroll 457(b) pp1 v6261	(\$1,766.64)	\$349,643.07
			7/27/2020	Payroll 457(b) pp2 v6266	(\$1,803.43)	\$347,839.64
			7/9/2020	Payroll pp1 v1 ck400621-400621	(\$46.17)	\$347,793.47
			7/23/2020	Payroll pp2 v2 ck400642-400642	(\$610.96)	\$347,182.51
			7/9/2020	Payroll Ded pp1 v6263 ck400622-400624	(\$1,224.53)	\$345,957.98
			7/23/2020	Payroll Ded pp2 v6268 ck400643-400644	(\$489.03)	\$345,468.95
			7/30/2020	Payroll Ded v6269 ck400660-400661	(\$51,051.71)	\$294,417.24
						\$294,417.24
						\$294,417.24
			7/2/2020	Expense v1735 ck400614-400620	(\$12,875.25)	\$281,541.99
			7/16/2020	Expense v1736 ck400625-400641	(\$54,057.75)	\$227,484.24
			7/30/2020	Expense v1737 ck400645-400659	(\$47,897.06)	\$179,587.18
7/31/2020	Heartland Payment Services	\$-00				\$179,587.18
						\$179,587.18
7/31/2020	Interest - Cash Management	\$17.48				\$179,604.66
						\$179,604.66
						\$179,604.66
7/31/2020	Ending Balances	\$276,263.62			(\$293,090.15)	\$179,604.66
				Payroll Direct Deposit	(\$124,837.69)	
				Payroll	(\$53,422.40)	
				AP	(\$114,830.06)	

SAU39 Treasurer's Report
Unreconciled Check Register

Uncleared Transactions
SAU39 Checking 0760

Num	Date	Payee	C Memo	Category	Amount
Expense Categories					
Payroll Ded					
400660	7/30/2020	HEALTHTRUST, INC.	6269 Payroll Ded		(\$30,634.24)
400661	7/30/2020	NEW HAMPSHIRE RETIREMENT SYSTEM	6269 Payroll Ded		(\$20,417.47)
Total Payroll Ded					(\$51,051.71)
Expense!					
400246	9/12/2019	MOULTON'S MARKET	1715 Expense!		(\$208.86)
400518	4/2/2020	JAMES, CARRIE ELIZABETH	1728 Expense!		(\$106.71)
400627	7/16/2020	Croteau, Michele M	1736 Expense!		(\$600.00)
400629	7/16/2020	Fazlic, Amina	1736 Expense!		(\$150.00)
400639	7/16/2020	Steel, Adam A.	1736 Expense!		(\$49.00)
400640	7/16/2020	TRUMBA CORPORATION	1736 Expense!		(\$4,079.40)
400645	7/30/2020	ALICE TRAINING INSTITUTE, LLC	1737 Expense!		(\$10,000.00)
400646	7/30/2020	BALSAMA, RICHARD	1737 Expense!		(\$500.00)
400647	7/30/2020	CORWIN PRESS, INC.	1737 Expense!		(\$22.46)
400648	7/30/2020	FRONTLINE TECHNOLOGIES GROUP LLC	1737 Expense!		(\$29,792.51)
400649	7/30/2020	HANNAN, KATIE	1737 Expense!		(\$525.00)
400650	7/30/2020	JAY MCKENNA CLEANING, LLC	1737 Expense!		(\$995.00)
400651	7/30/2020	LANDWEHRLE, CHRISTINE	1737 Expense!		(\$1,233.92)
400652	7/30/2020	LOWE'S	1737 Expense!		(\$179.01)
400653	7/30/2020	MCINTIRE BUSINESS PRODUCTS	1737 Expense!		(\$329.00)
400654	7/30/2020	NHSAA	1737 Expense!		(\$1,560.00)
400655	7/30/2020	PENNICHUCK WATER WORKS, INC.	1737 Expense!		(\$172.55)
400656	7/30/2020	SOULE, LESLIE, KIDDER, SAYWARD	1737 Expense!		(\$153.00)
400657	7/30/2020	THE COUNTY STORE INC	1737 Expense!		(\$22.00)
400658	7/30/2020	W.B. MASON CO., INC.	1737 Expense!		(\$265.61)
400659	7/30/2020	WADLEIGH, STARR & PETERS, P.L.L.	1737 Expense!		(\$2,147.00)
Total Expense!					(\$53,091.03)
Total Expense Categories					(\$104,142.74)
Grand Total					(\$104,142.74)

Consent Agenda Item #7

**School Administrative Unit #39
Annual Report of the Treasurer
as of 6/30/2020**

	Starting Balance	Deposits	AP-PR Expenses	Ending Balance
July-2019	\$236,122.58	\$246,524.38	(\$360,658.32)	\$121,988.64
August-2019	\$121,988.64	\$245,622.76	(\$268,267.79)	\$99,343.61
September-2019	\$99,343.61	\$229,231.70	(\$245,614.27)	\$82,961.04
October-2019	\$82,961.04	\$404,749.39	(\$274,467.96)	\$213,242.47
November-2019	\$213,242.47	\$463,529.92	(\$353,715.40)	\$323,056.99
December-2019	\$323,056.99	\$153,294.86	(\$265,975.35)	\$210,376.50
January-2020	\$210,376.50	\$505,012.16	(\$299,789.97)	\$415,598.69
February-2020	\$415,598.69	\$537,693.03	(\$174,910.65)	\$778,381.07
March-2020	\$778,381.07	\$159,482.98	(\$402,040.11)	\$535,823.94
April-2020	\$535,823.94	\$3,648.78	(\$255,626.29)	\$283,846.43
May-2020	\$283,846.43	\$95,647.39	(\$204,902.29)	\$174,591.53
June-2020	\$174,591.53	\$222,165.21	(\$200,325.55)	\$196,431.19
Total	\$236,122.58	\$3,266,602.56	(\$3,306,293.95)	\$196,431.19

Bank Accounts	Peoples United	Peoples United		
	*1191	*760	Outstanding	
	Cash Management	Municipal NOW	Checks/Debits	Total
	7/1/2019	\$291,060.95	\$10,000.00	\$(65,397.97)
	6/30/2020	\$243,343.32	\$10,000.00	\$(56,912.13)
				\$235,662.98
				\$196,431.19

Consent Agenda Item #8

School Administrative Unit #39 (SAU #39)

Board Resolution

**Authorizing Adoption of PCard Program and Issuance of
Individual Procurement Cards**

WHEREAS, the Board of Directors of the **SAU #39** municipality has the authority to enter into an agreement with the Bank of Montreal for purchasing cards.

NOW, THEREFORE, BE IT RESOLVED by the Board of **SAU #39** that the Chairman/Treasurer are authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the municipality under such terms and conditions as approved by the Board.

The Board authorizes the Municipality's Business Administrator/CFO to execute a p-Card program agreement on its behalf.

Approved this _____ day of _____ 20____.

Ayes ____

Nays ____

Chairman _____

Date _____




SAU 39 BOARD
AUGUST 27, 2020

SAU 39 ANNUAL ASSESSMENT PRESENTATION

PRESENTATION OVERVIEW

- NWEA Results Fall 2018 – Fall 2019
- PSAT Results – Fall 2019
- Attendance Rate - 2019-2020 School Year
- Graduation Rate – Spring 2020
- Post High School Reporting



NWEA RESULTS FALL 2018 – FALL 2019

Executive Summary: Achievement and Growth

Achievement is moderately above average while growth is average.

District median achievement is 70th percentile.

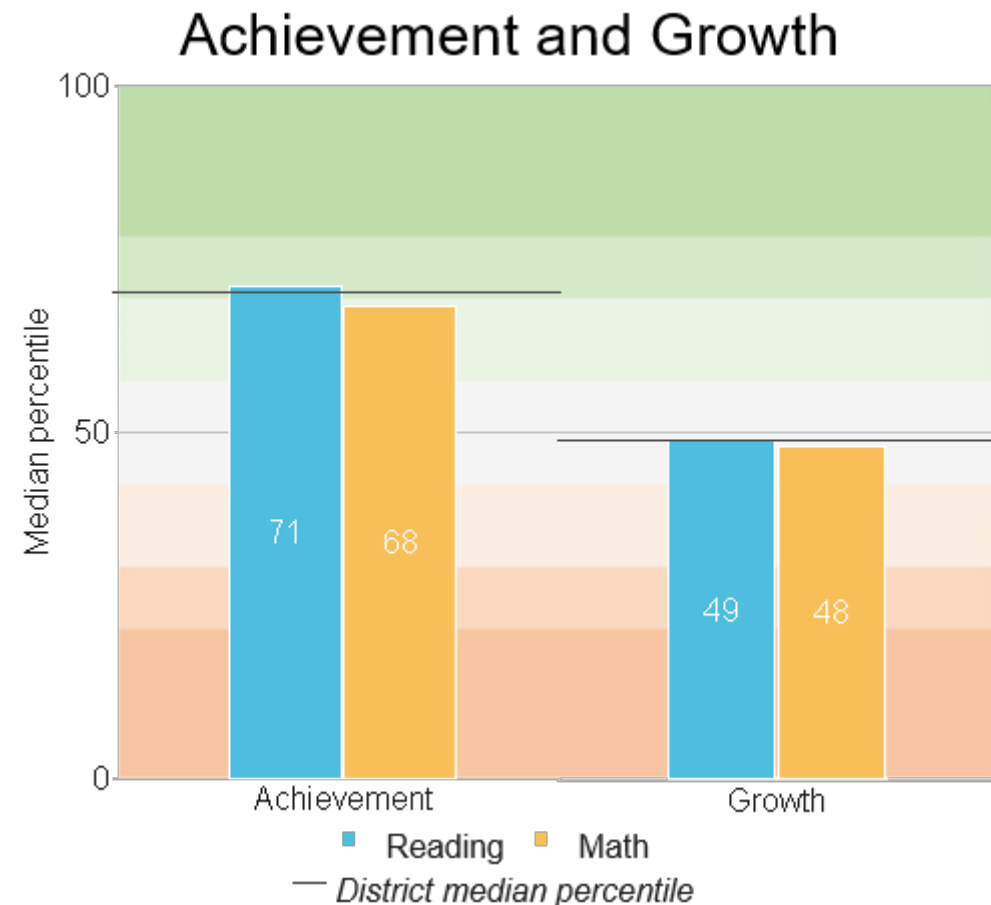
Reading was above median.

Mathematics was below median.

District median growth is 49th percentile.

Reading equaled median.

Mathematics was below median.



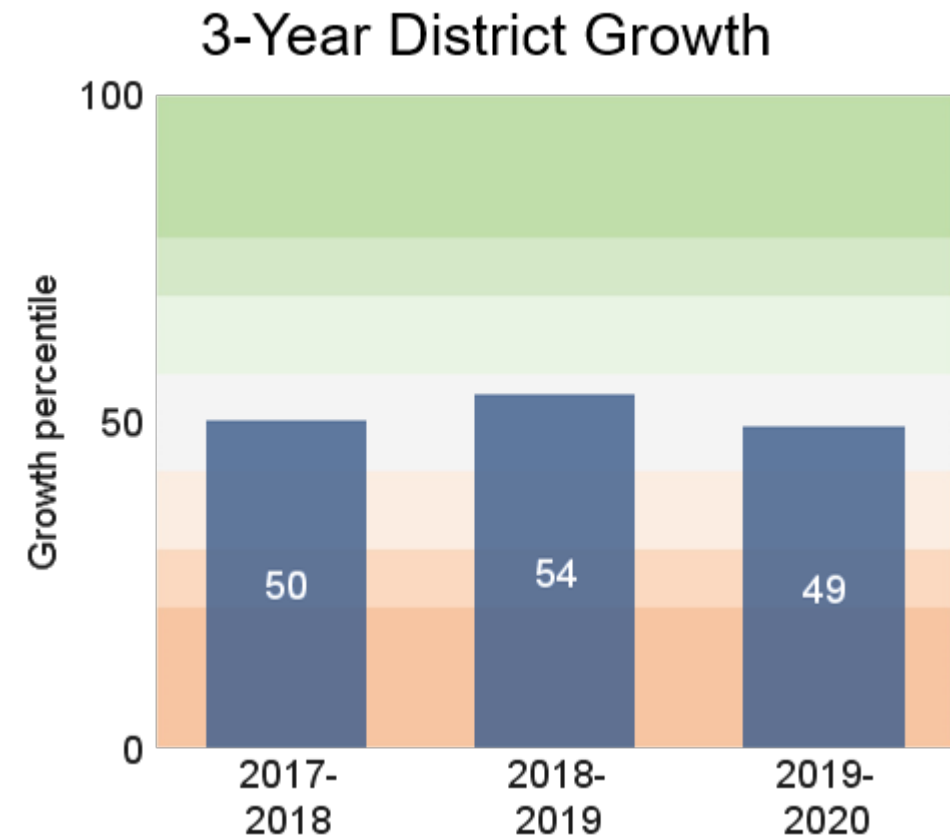
Executive Summary: Longitudinal Growth

The district's 3-year growth has been consistently average.

2017-18 growth percentile is average (50)

2018-19 growth percentile is average (54)

2019-20 growth percentile is average (49)



How are District Students Doing: Achievement Status

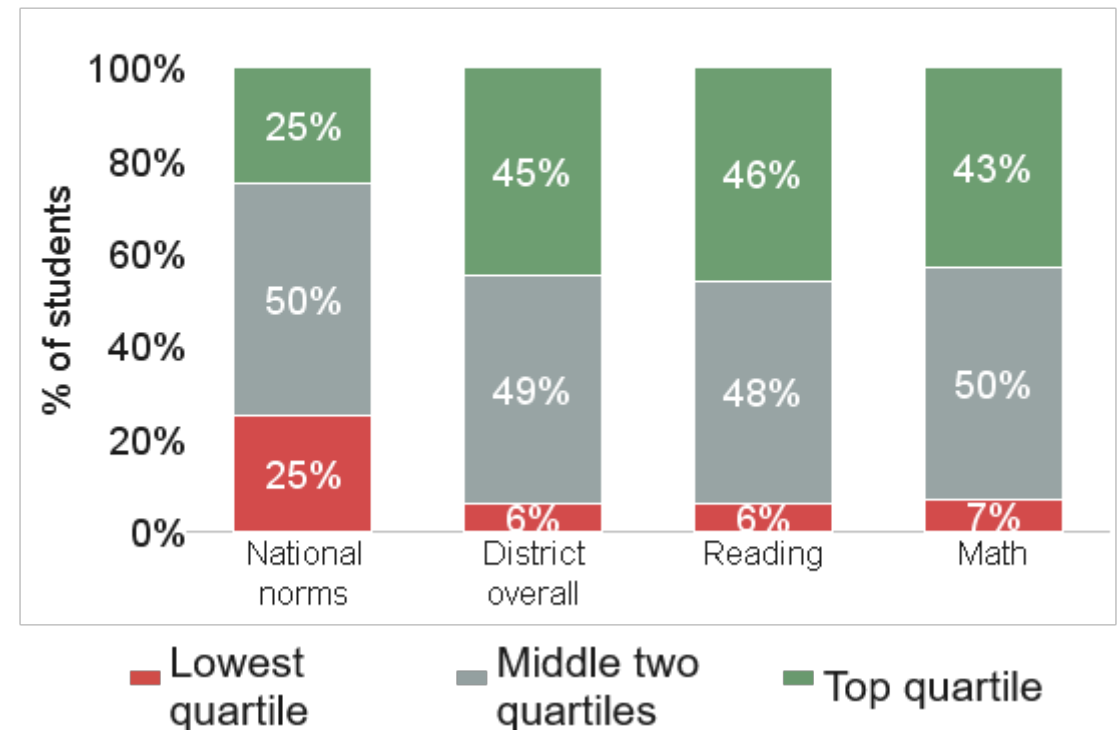
Fall 2018 achievement scores show a larger proportion of students in the top quartile than national norms.

Top quartile: a larger proportion (45%) than is typical (25%)

Middle two quartiles: a typical proportion (49%) when compared to national norms (50%)

Lowest quartile: a smaller proportion (6%) than is typical (25%)

How Many Students are Above or Below Average?



How are District Students Doing: Growth by Quartile

Lowest-quartile students grew moderately faster than top-quartile students from fall to fall.

Top quartile: growth (44th) approximately equal to the norm

Middle two quartiles: growth (51st) approximately equal to the norm

Lowest quartile: slightly more growth (62nd) than the norm



Are Students Growing Equally?



	Lowest quartile	Middle two quartiles	Top quartile
Reading	63 rd	53 rd	43 rd
Math	62 nd	49 th	45 th
Total	62 nd	51 st	44 th
Norm	50 th	50 th	50 th

School-Level Detailed Scores

Schools' achievement ranged from 67th to 78th percentiles and growth ranged from 49th to 53rd percentiles.

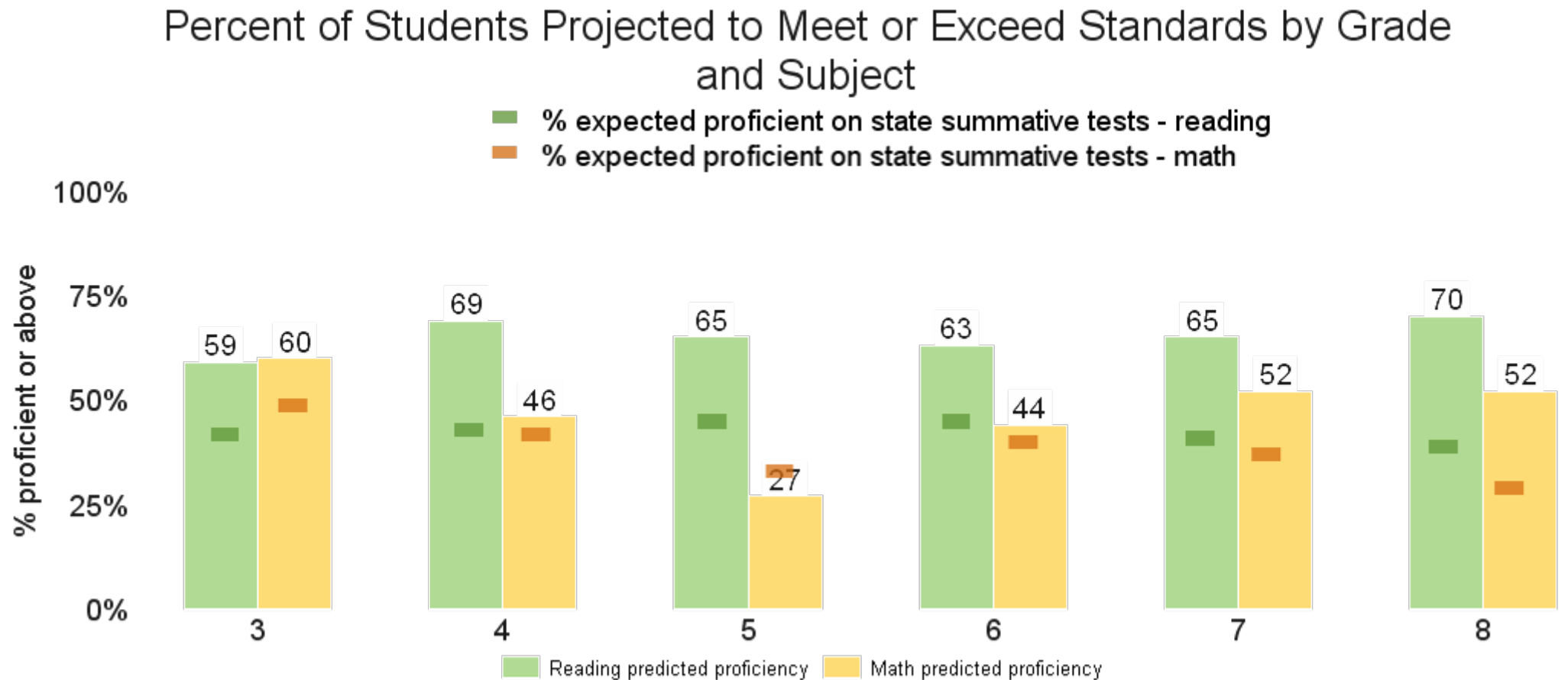
School	Reading		Math		Overall	
	MSP	MGP	MSP	MGP	MSP	MGP
Amherst Middle School	71	48	67	50	70	49
Clark-Wilkins Elementary School	68	55	73	45	71	50
Mont Vernon Village School	71	55	66	50	67	53
Souhegan High School	76	50	78	60	78	53

 High achievement/high growth
 Low achievement/high growth

 High achievement/low growth
 Low achievement/low growth

Are We Proficient & College Ready: Proficiency by Grade and Subject

Proficiency rates are above national benchmarks in reading in all tested grades with norms, but in math the picture is mixed.



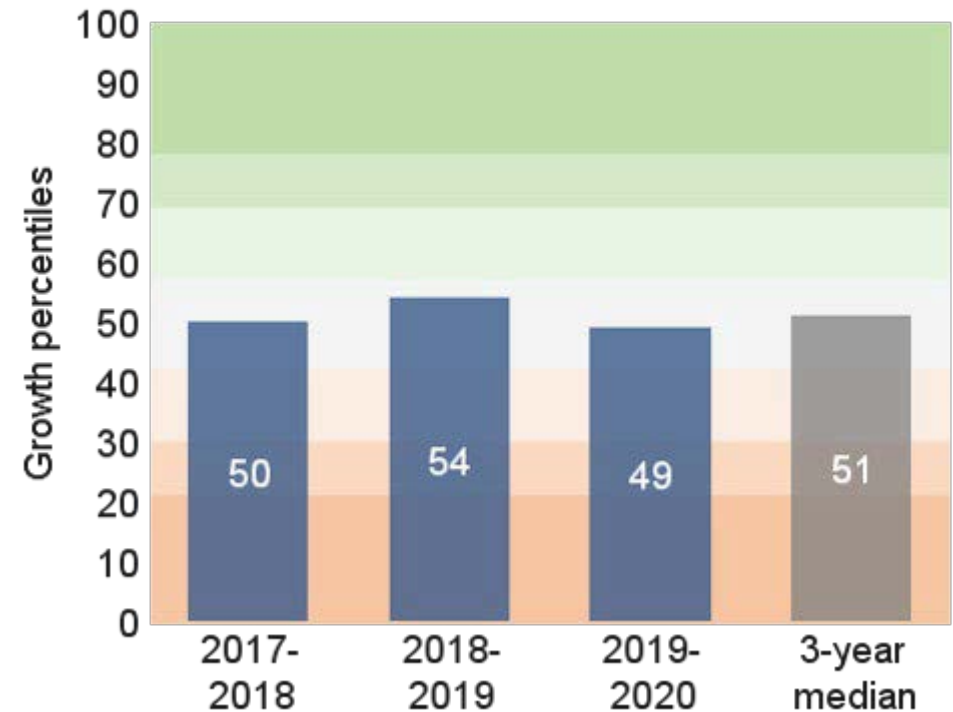
Is Our Growth Strong Over Time?

3-year growth is average relative to national norms; reading and math are consistently average.

3-Year Growth Percentile by Subject

	2017-18	2018-19	2019-20	Total
Reading	47	56	49	51
Math	53	53	48	52
Total	50	54	49	51

3-Year District Growth



How is Status by Grade & Subject?

1st, 2nd, 3rd, 4th, 6th, 7th, 8th, 9th and 10th grades had above average status in both subjects.

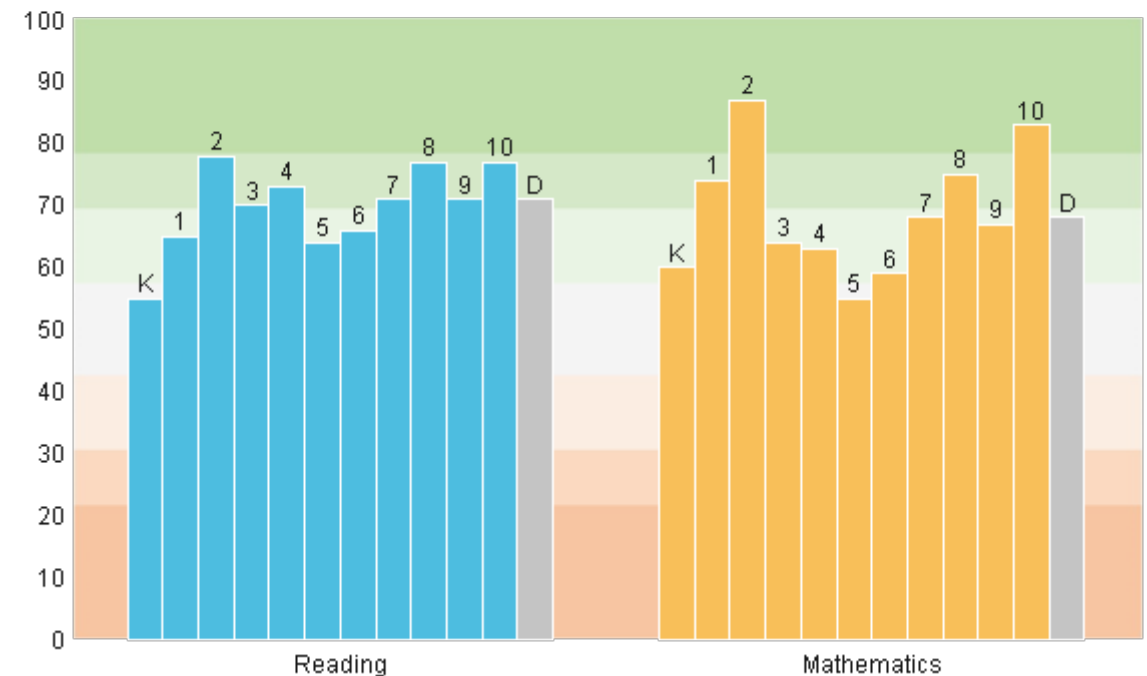
Reading had the highest achievement overall.

Ranged from 55th percentile for K to 78th percentile for 2nd grade

Mathematics had the lowest achievement overall.

Ranged from 55th percentile for 5th grade to 87th percentile for 2nd grade

Median Status Percentile of Each Grade Compared to National Average



How is Growth by Grade & Subject?

2nd grade had above average growth in both subjects; 5th grade had below average growth in both subjects.

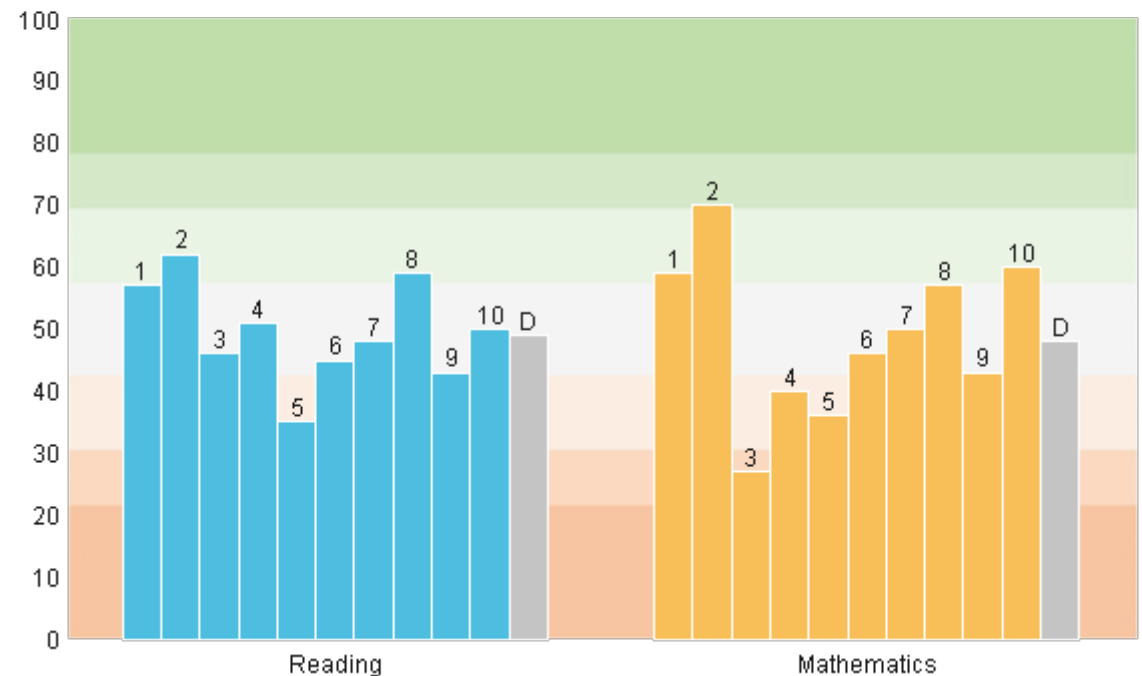
Reading had the highest growth overall.

Ranged from 35th percentile for 5th grade to 62nd percentile for 2nd grade

Mathematics had the lowest growth overall.

Ranged from 27th percentile for 3rd grade to 70th percentile for 2nd grade

Median Growth Percentile of Each Grade Compared to National Average

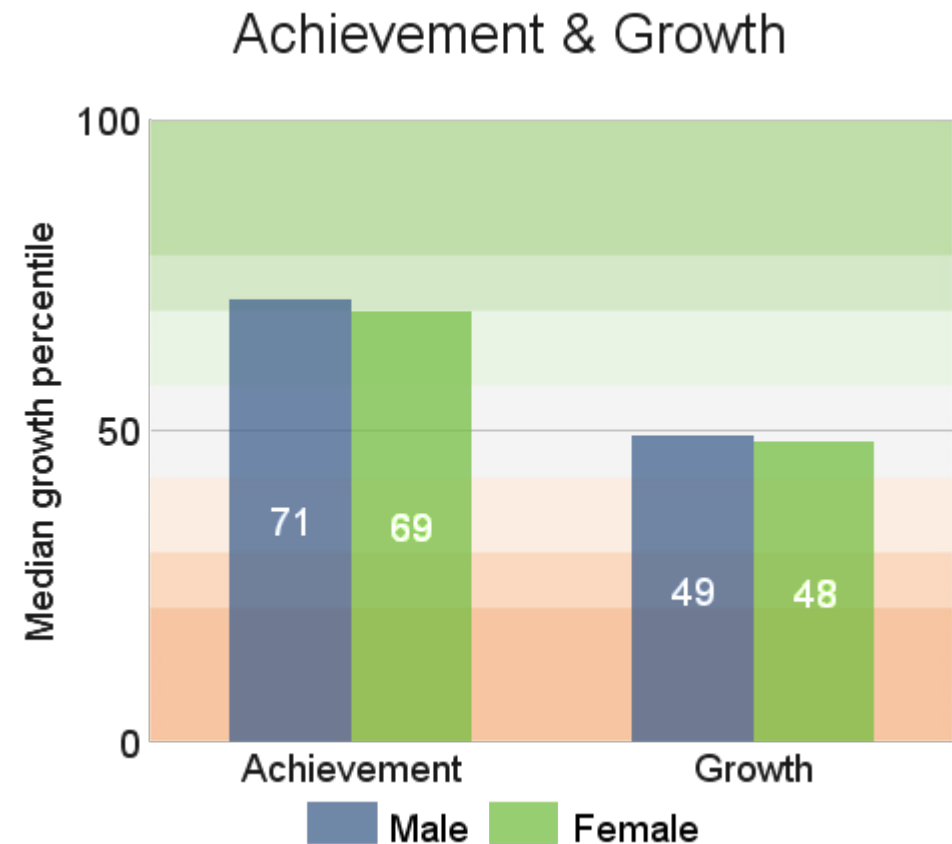


How Do Boys and Girls Compare: Overview

Both median achievement and growth were about the same for girls and boys, respectively.

Girls had slightly above average achievement; boys are moderately above average.

Girls and boys both had average growth.



How Do Boys and Girls Compare: by Subject and Grade Span

There is no significant difference between girls and boys across all grade spans and all subjects.

In grades K–5:

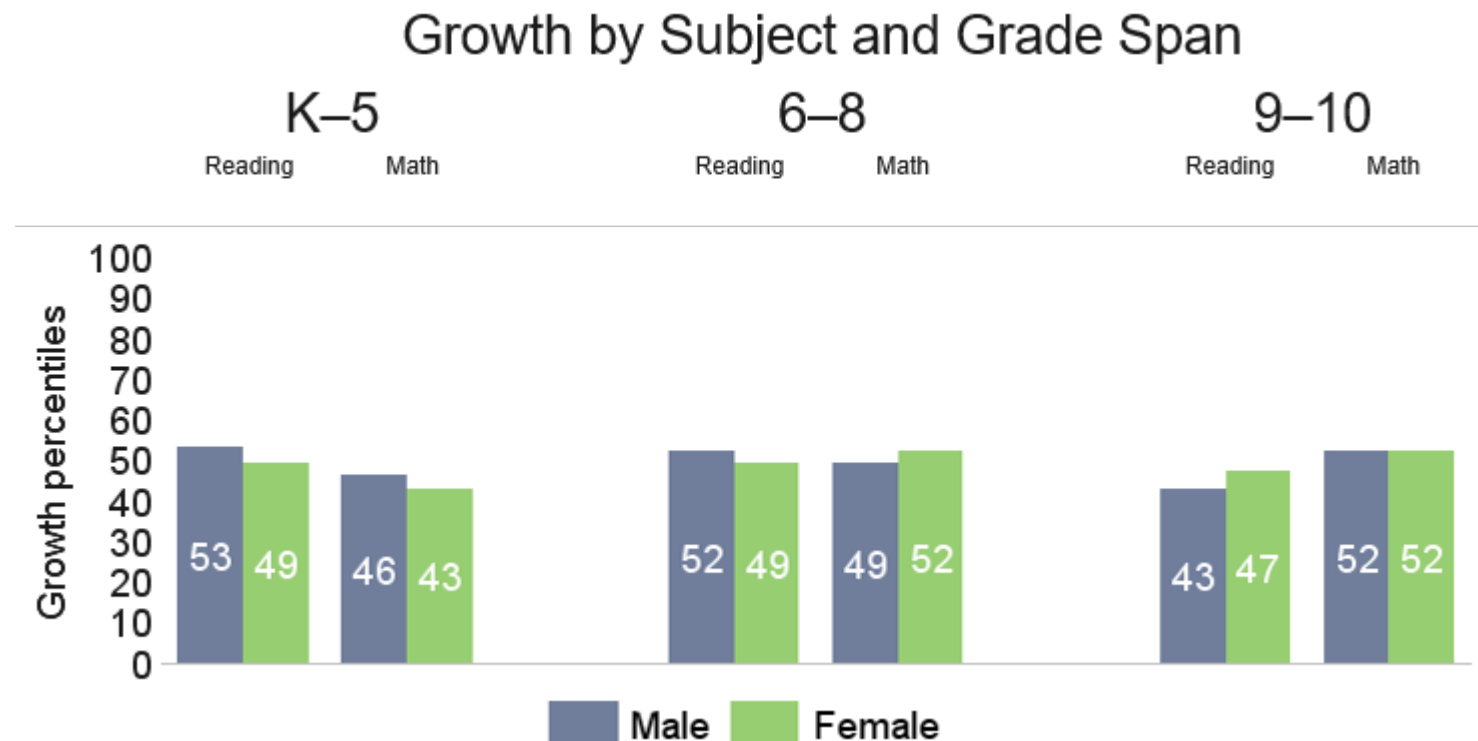
girls and boys had relatively the same growth in reading and math.

In grades 6–8:

girls and boys had relatively the same growth in reading and math.

In grades 9–10:

girls and boys had relatively the same growth in reading and math.



OCTOBER 2019

PSAT

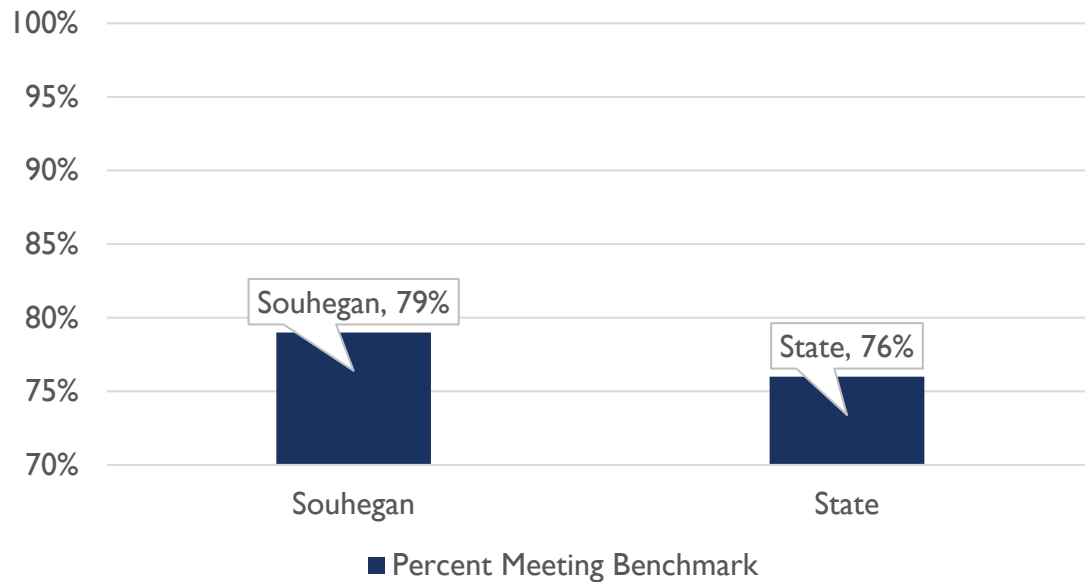
FALL 2019 PSAT SOUHEGAN AND STATE LEVEL RESULTS

Souhegan High School	Evidence Based Reading and Writing (460)	Mathematics (510)
Mean Score	547	517
Percent Meeting College and Career Readiness Benchmark	86%	55%

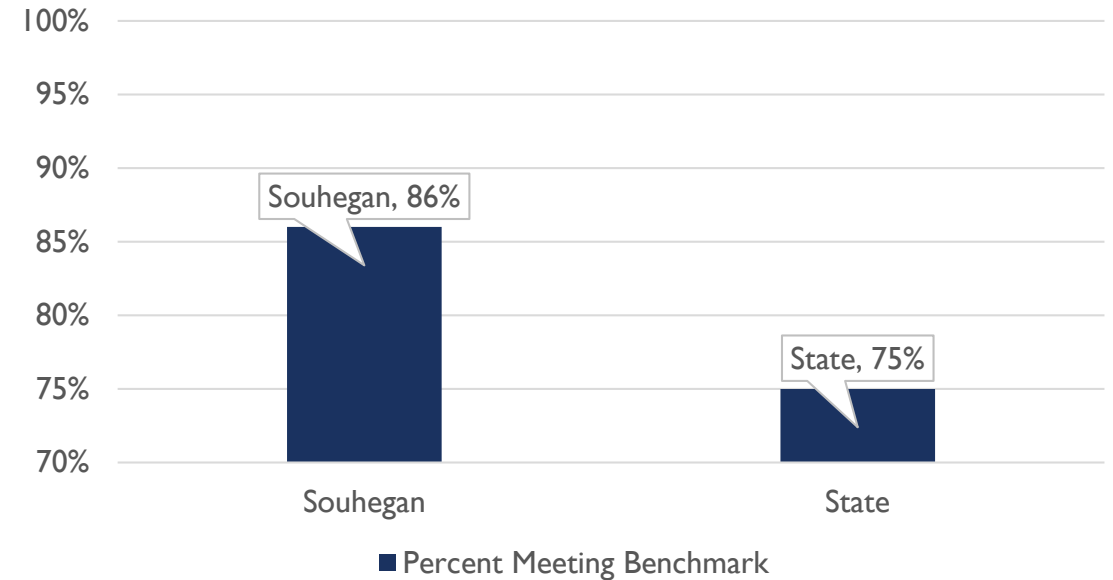
State	Evidence Based Reading and Writing (460)	Mathematics (510)
Mean Score	522	498
Percent Meeting College and Career Readiness Benchmark	75%	44%

FALL 2018 AND FALL 2019 PSAT - EVIDENCE BASED READING AND WRITING

Fall 2018



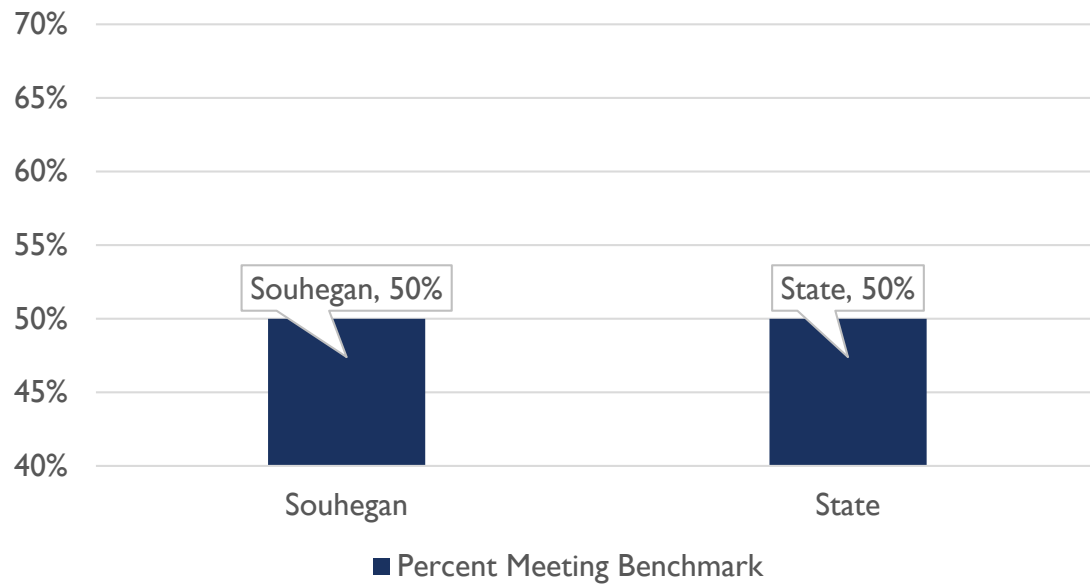
Fall 2019



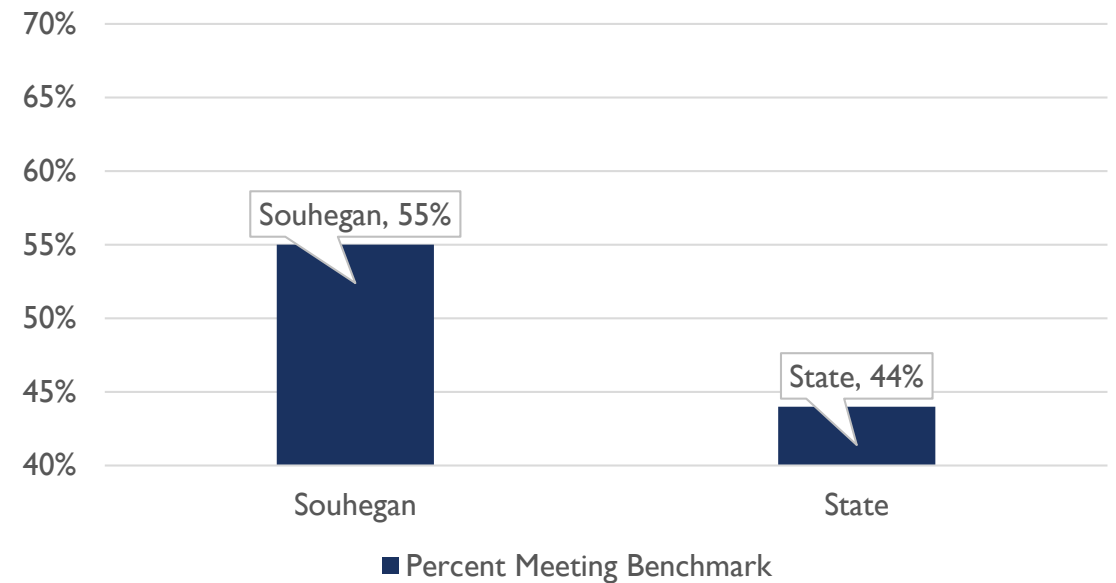
Fall 2018 and Fall 2019 represent different cohorts of students

FALL 2018 AND FALL 2019 PSAT - MATH

Fall 2018



Fall 2019



Fall 2018 and Fall 2019 represent different cohorts of students



ATTENDANCE



AVERAGE DAILY ATTENDANCE BY SCHOOL

2018-2019 School year

- Souhegan - 95.5%
- Mont Vernon Village School - 95.6%
- Clark-Wilkins - 95.3%
- Amherst Middle School - 95.3%
- State - 94.6%

2019-2020 School Year

- Souhegan - 96.7%
- Mont Vernon Village School - 96.9%
- Clark-Wilkins - 96.9%
- Amherst Middle School - 96.8%



GRADUATION RATE

2020 GRADUATION RATE – SOUHEGAN HIGH SCHOOL

2018-2019

- Souhegan
 - 5-year graduation rate – 97.84%
 - 4-year graduation rate – 95.65%
 - Drop-out rate – 0.00%
- State
 - 4-year State Target – 90.74%
 - 4-year State Average – 87.90%
 - Drop-out rate – 1.03%

2019-2020

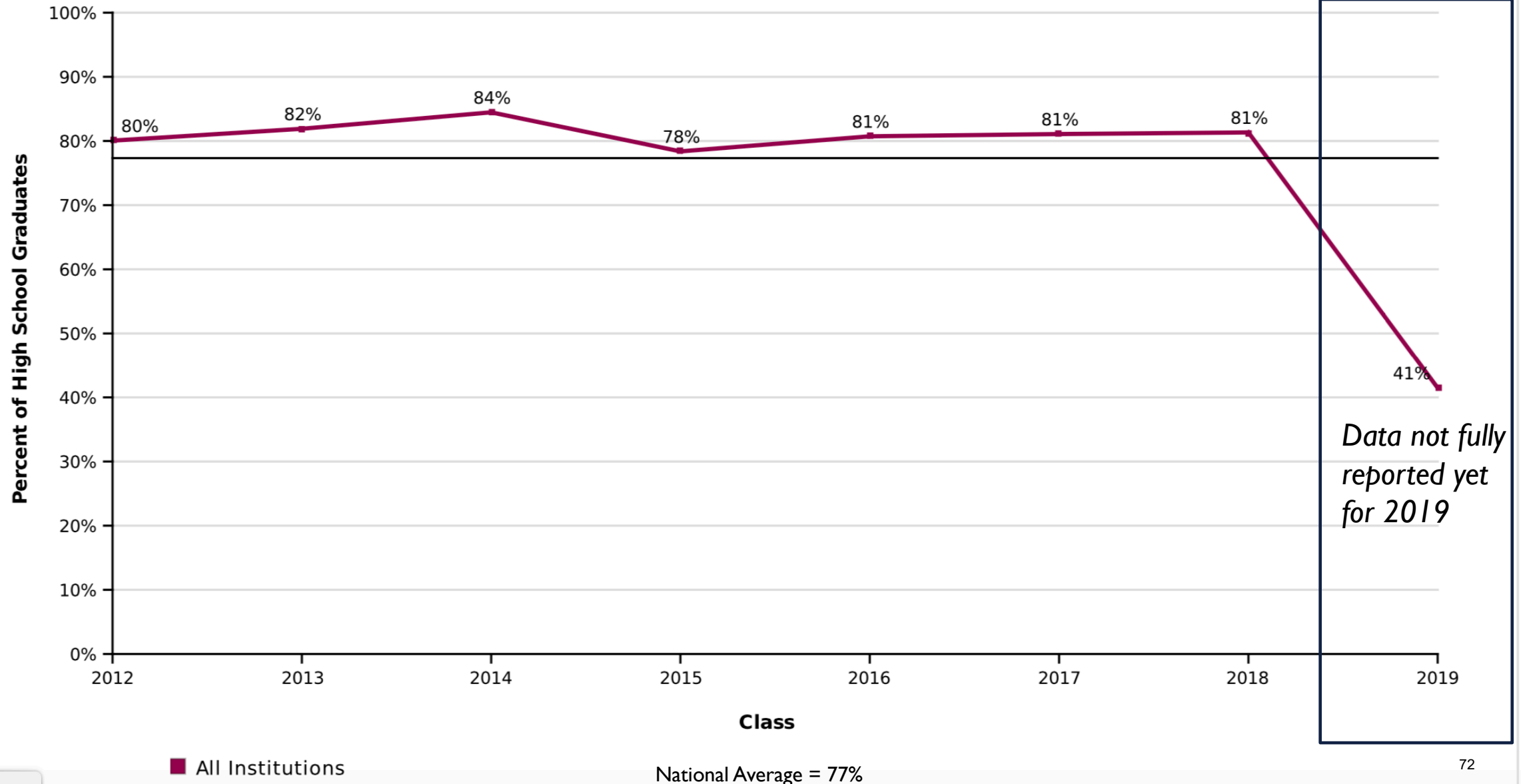
- Souhegan
 - 98% of seniors graduated in June 2020
 - All graduates were 4-year students (No 5-year students in this cohort)
 - Drop-out rate - .5%
- State
 - No state level data available yet

NATIONAL STUDENT
CLEARING HOUSE -
STUDENT TRACKER

POST HIGH SCHOOL REPORTING

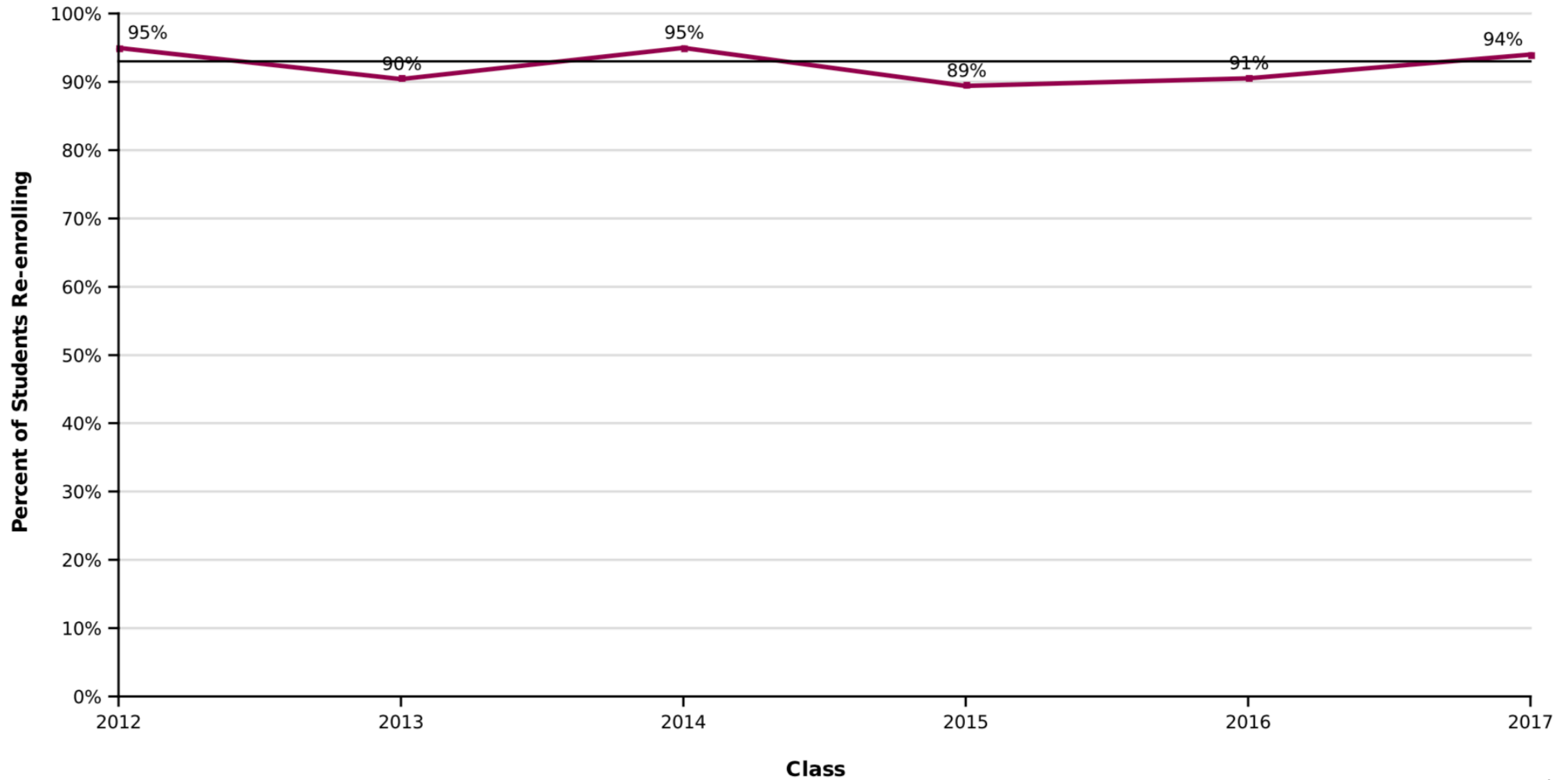
Percent of Students Enrolled in College the Fall Immediately After High School

Effective Date = April 16, 2020

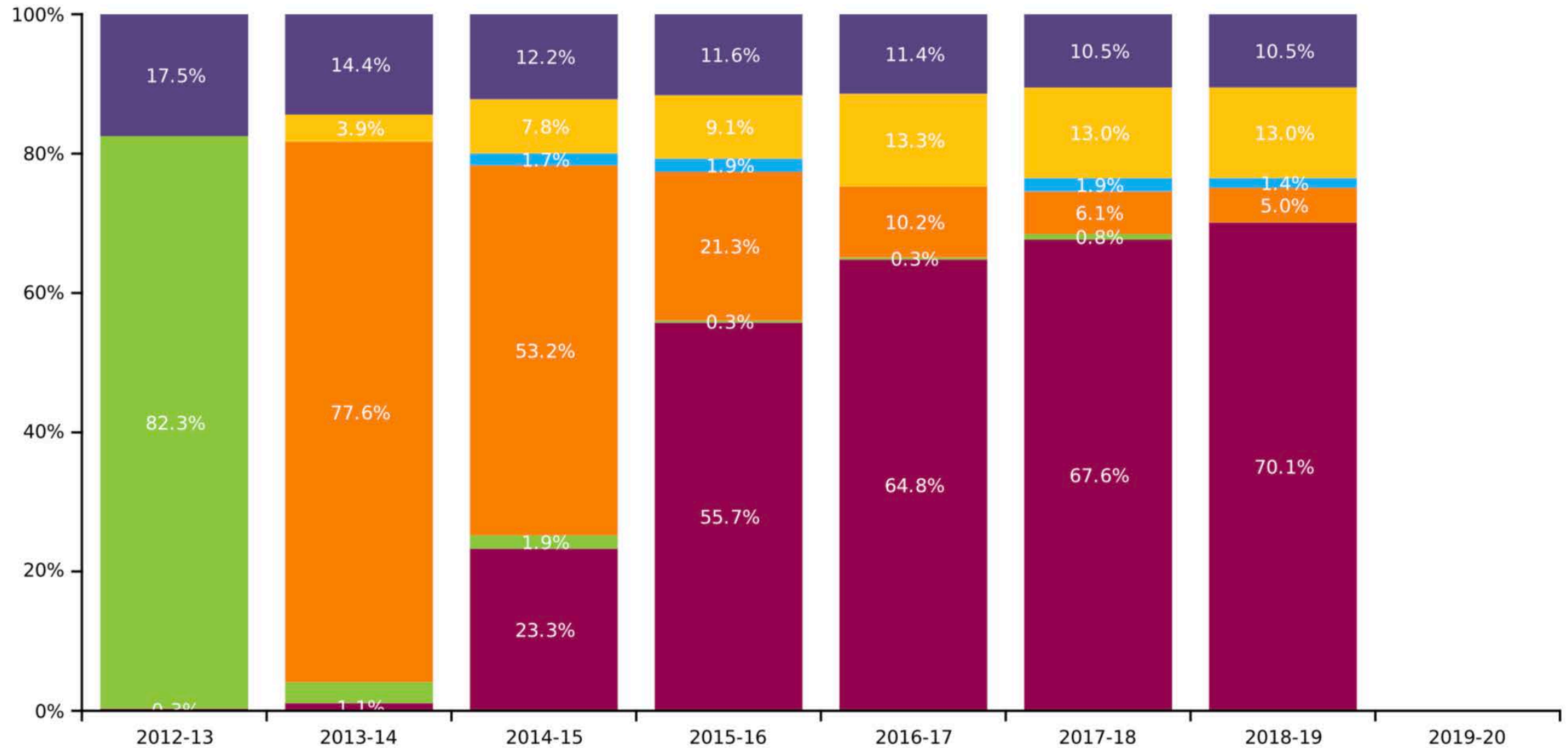


Percent of Students Enrolled in College the First Year After High School Who Returned for a Second Year (Freshman to Sophomore Persistence)

Effective Date = April 16, 2020



Class of 2012 Postsecondary Enrollment and Progress



Graduated

New to College

Persisted

Returned After Stop Out

No Longer Enrolled & Not Graduated

Not in NSC to Date



SUMMARY AND RECOMMENDATIONS

SUMMARY AND RECOMMENDATIONS

	Summary	Recommendations and Next Steps
NWEA	NWEA results show high achievement and average growth. Our top quartile of students are growing less than all other quartiles.	Our reopening professional development is focusing on using formative assessment to better target supports and enrichment for individual students. We have also built more flexible structures into our school schedules to provide deeper intervention and enrichment opportunities.
NWEA	Our achievement and growth levels dip in math starting in grade 3 and continuing through grade 5. There is also a dip in grade 5 ELA (grade 4 instruction).	We were hoping to pilot new math materials this school year but have had to hold off. During our reopening PD, we will be focusing on identifying priority standards in math to target our instructional areas of focus. For ELA, we are utilizing new resources in grade 4 this year that are consistent with our grades K-3 resources.
PSAT	Our PSAT results are above the state average and 2019 results show higher achievement levels than our 2018 results.	Review fall 2020 SAT results for seniors to compare to fall 2019 PSAT. Continue to monitor PSAT results to provide supports to students prior to spring SAT.

SUMMARY AND RECOMMENDATIONS

	Summary	Recommendations and Next Steps
Attendance	Our attendance rates are consistent across our buildings and higher than the state average.	Continue to monitor attendance rates and explore new reporting available in Power School.
Graduation Rate	Our graduation rate is above the state average and state target.	Continue to monitor graduation rate and drop-out rate. Continue to develop individualized plans for students at risk for dropping out.
Post-High School Reporting	We are above or near the national average for percent of students attending college immediately after high school and for our sophomore persistence rate.	Continue to monitor student tracker results and explore ways to gather additional feedback from graduates.

APPENDIX – LINKS TO DETAILED DATA REPORTS

Click on each of the below links for detailed data reports:

- [NWEA Insights Report](#)
- NWEA Winter 2029-2020 Results – [Amherst](#) and [Mont Vernon](#).
- [PSAT Results](#)
- [National Student Clearinghouse Student Tracker](#)

CBI - EVALUATION OF THE SUPERINTENDENT

Through goal setting and evaluation of the Superintendent, the SAU Board will strive to accomplish the following:

1. Establish for the Superintendent his/her role in the school system as currently seen by the Board.
2. Establish for all Board members the role of the Superintendent in the light of the job description and the immediate priorities among his/her responsibilities as agreed upon by the Board and the Superintendent.
3. Maintain effective working relationships between the SAU and District Boards and the Superintendent.
4. Provide effective leadership for the school system.

The SAU 39 Board will provide the Superintendent with periodic opportunities to discuss Superintendent/Boards relationships, and will inform him/her, at least annually, of its assessment of his/her performance. Each District Board may also discuss District-specific expectations and performance with the Superintendent.

Goals and Evaluations shall use the accompanying Superintendent Evaluation Form (CBI-R).

Goals shall be set and reviewed with the Superintendent at least twice in first year of new Superintendent's tenure, and at least annually thereafter, or more often if deemed necessary by the SAU Board Chair or the Superintendent.

ADOPTION: SAU 39 Board, November 5, 1997

Revised by SAU39 Board, November 14, 2017

EVALUATION OF SUPERINTENDENT: _____ DATE: _____

Evaluating Board Member: _____

Please rate the Superintendent as an EDUCATIONAL LEADER:

- | | |
|--------------------------------------------|--------------------------------------|
| _____ 1: Does not meet expectations | _____ 3: Meets expectations |
| _____ 2: Approaches expectations | _____ 4: Exceeds expectations |

Please explain your rating, particularly how the Superintendent can improve if rated “does not meet” or “approaches”

EDUCATIONAL LEADERSHIP KEYWORDS:

Leadership, vision, goals, objectives, inspire, initiative, innovation, risk taking. **Curriculum Planning and Development**, effectiveness, current, standards. **Instructional Management**, strategic direction, continuous improvement, assessment of practices. **School Culture and Leadership**: 21st century learning, innovation, student achievement, safety and security, achievement, expectations, post-secondary education, job market.

Please rate the Superintendent as an OPERATIONAL MANAGER:

- | | |
|--------------------------------------------|--------------------------------------|
| _____ 1: Does not meet expectations | _____ 3: Meets expectations |
| _____ 2: Approaches expectations | _____ 4: Exceeds expectations |

OPERATIONAL MANAGEMENT KEYWORDS

Values and Ethics, integrity, professionalism, innovation, caring, teamwork, diversity and stewardship. **HR Management**, procedures, practices, compliance, talent management, succession planning, retains, assessment, evaluation, development, morale. **Financial and Facilities Management**, plans, budgets; efficiencies, cost saving, steward, effective, student achievement, codes, maintenance, repairs, upgrade, learning environment. **Administrative Management**, policies, statutes, legal counsel, bargaining strategies, bargaining agreements fairly and successfully, delegates, organization.

EVALUATION OF SUPERINTENDENT: _____ DATE: _____

Evaluating Board Member: _____

Please rate the Superintendent's RELATIONSHIP WITH THE BOARDS

____ 1: **Does not meet** expectations

____ 3: **Meets** expectations

____ 2: **Approaches** expectations

____ 4: **Exceeds** expectations

Please explain your rating, particularly how the Superintendent can improve if rated "does not meet" or "approaches"

BOARD RELATIONSHIP KEYWORDS:

Strategic Planning and Implementation, strategic plan, stakeholders, goals, priorities, resources, performance plan.

School Board Relations, support, negotiations, grievances, working relationships, collegial relationship, balanced, success, development, informs, issues, analysis. **Policy and Governance**, advises, critical information, procedures aligned with policy, comply with laws, rules and regulations, policies adhered to. procedures are followed.

Please rate the Superintendent's RELATIONSHIP WITH THE COMMUNITY:

____ 1: **Does not meet** expectations

____ 3: **Meets** expectations

____ 2: **Approaches** expectations

____ 4: **Exceeds** expectations

Please explain your rating, particularly how the Superintendent can improve if rated "does not meet" or "approaches".

COMMUNITY RELATIONSHIP KEYWORDS:

Community Engagement and Communications, public relations plan, public engagement, engages with community and school groups, responds, balanced communications (challenges and successes).

Ed 302 DUTIES OF SCHOOL SUPERINTENDENTS *(as of September 2017)*

Ed 302.01 Executive Officer.

- (a) The superintendent shall:
 - (1) Serve as the executive officer of the local school district or districts within the school administrative unit (SAU);
 - (2) Be responsible for the overall administrative and leadership services of the SAU; and
 - (3) Perform the duties specified in the section.
- (b) The superintendent shall be responsible for planning and managing the administrative and leadership services of the local school district or districts within the school administrative unit subject to statutory requirements, these rules, and the policies of the local districts
- (c) The administrative and leadership services shall be defined and directed by the governing body employing the superintendent.
- (d) Such local district services shall include but not be limited to the following areas:
 - (1) Personnel;
 - (2) Finance;
 - (3) Communication/community relations;
 - (4) Student service;
 - (5) Maintenance/capital improvement;
 - (6) Curriculum;
 - (7) Instruction;
 - (8) Assessment;
 - (9) Short and long-range planning;
 - (10) Governance for student achievement;
 - (11) Policy research;
 - (12) Implementation, and review; and
 - (13) Overall leadership on educational issues.
- (e) The superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services, subject to statutory requirements, these rules, and the policies of the local districts (s).
- (f) The superintendent shall provide, develop and implement procedures to achieve educational objectives within the local school district or districts with the school administrative unit.
- (g) The superintendent shall be directly responsible to the local school district or districts within the school administrative unit board.
- (h) The superintendent may nominate for school administrative unit board appointment one or more assistants, including assistant superintendents, and business administrators. The superintendent may assign duties for the efficient management of the school administrative unit.

Ed 302.02 Substantive Duties. The superintendent shall in addition to those duties outlined in Ed 302.01:

- (a) Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies;
- (b) Direct and supervise the work of all employees of the district or districts within the school administrative unit and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel.
- (c) Be responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the policies of the school board and the state board and see that the same are distributed to the school, accurately accounted for and economically used;
- (d) Be responsible for developing and recommending to the school board or boards within the school administrative unit the annual budget for the support of the educational program and for the operation and maintenance of schools within the district or districts and the school administrative unit in accordance with school board policy;
- (e) Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local school board policy, and local and state laws;
- (f) Be responsible for the development of an educational plan including curriculum, instruction, and assessment programs for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes and state board rules;
- (g) Remove a teacher or other employee of the district in accordance with RSA 189:31;
- (h) Recommend the dismissal of certified staff to the board, which has the authority to dismiss in accordance with RSA 189:13;
- (i) Provide for temporary staff to fill vacancies and provide supplies immediately needed for the operation of the schools;
- (j) Be responsible for maintaining records and filing reports as required by the state board of education and the local school boards;
- (k) Admit pupils to the resident school district in accordance with the laws of the state and the rules of the state board and policies of the local board;
- (l) Direct pupils to assigned classes and grades, consistent with local school board policies;
- (m) Maintain a safe environment for pupils free of hazardous conditions;
- (n) Be responsible for the evaluation of personnel and programs in accordance with local school board policies;
- (o) Be responsible for implementation of state board rules, which apply in the area of the superintendent's jurisdiction;
- (p) Be responsible for developing and recommending to the school board or boards within the school administrative unit an annual maintenance program and long-term capital improvement plan
- (q) Be responsible for the implementation and recommendation to the school boards or boards within the school administrative unit a community relations and communications program; and
- (r) Be responsible for the implementation and review of school district policies.

AMHERST Policy

BHC – BOARD-STAFF COMMUNICATIONS

The Board desires to maintain open channels of communication between itself and all staff. The basic line of communication will, however, be through the Superintendent of Schools.

Staff Communications to the Board

All Communications or reports to the Board or any Board committee from the principal, directors, teachers, or other staff members shall be submitted through the Superintendent. Staff members are reminded that Board meetings are public meetings and provide an excellent opportunity to observe the Board's deliberations on problems or staff concern.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems concerns, and actions.

Visits to Schools

Individual Board members are encouraged to visit the schools or classrooms and should make arrangements for visitations through the principal. Such visits shall be regarded as informal expressions of interest in school affairs and not as inspections or visits for supervisory or administrative purposes.

ADOPTED: September 11, 1990

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ADOPTION: October 1994

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ADOPTION: May 1991