| 1 | Souhegan Cooperative School Board |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | Monday, February 15th, 2021 |
| 3 | Meeting Minutes- Approved 03 16 2021 |
| 4 | Attendees via Zoom: |
| 5 6 7 | Administrative Team: Adam Steel- Superintendent of Schools, Christine Landwehrle- Assistant Superintendent, Michele Croteau- SAU #39 Business Administrator, Meg Beauchamp- Director of Student Services, Mike Berry- SHS Principal, and Roger Preston- Director of Facilities. |
| 8 9 | Souhegan Cooperative School Board: Chair- Pim Grondstra, Vice Chair- Amy Facey, Secretary-Stephanie Grund, Steve Coughlan, George Torres, John Glover and Laura Taylor. |
| LO | Board Minutes: Danae A. Marotta |
| 11 12 13 14 15 | Public: Michael Campo, Plodzik & Sanderson P.A. Certified Public Accountants, Concord NH, Community Council Liaison, Ms. Delaney Facques, SHS Student, Ms. Amanda Fulton, SHS Senior and Community Council Member, Mr. Ollie Toy, SHS Student, Ms. Caroline Mastergeorge, 10 th Grade Team Teacher, Ms. Kim Paniagua, SHS Teacher, Mr. Anthony Doucet and Lisa Eastland, 19 River Road, Amherst NH. |
| L7 | I. Souhegan Cooperative School Board Chair Opening |
| 18 19 | Chairman of the Souhegan Cooperative School Board, Mr. Pim Grondstra, called the meeting to order at 6:01PM. |
| 20 21 22 | Today, we will be conducting a school board meeting of the Souhegan Cooperative School Board. |
| 23 24 25 | Before we get started, I'll read through a checklist to ensure that the meeting that we are holding is in compliance with the Right-to-Know Law. |
| 26 27 28 29 30 31 | As Chairperson of the Souhegan Coop. Board, I find that due to the state of emergency declared by the Governor as a result of the Covid-19 pandemic, and in accordance with the Governor's Emergency Order Number #12, pursuant to Executive Order 2020-04 and its extensions, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting which was authorized pursuant to the Governor's Emergency Order. |
| 33 | In accordance with the Emergency Order, I am confirming that: |
| 34 35 36 37 38 39 | 1. We are providing public access to the meeting by telephone, with additional access possible by video and other electronic means. We are utilizing Zoom for this electronic meeting. All members of the committee and selected staff have the ability to communicate contemporaneously in this meeting through this platform. And the public has access to contemporaneously watch and or listen to the meeting on Zoom and via phone by following the directions and links provided on our website: www.sau39.org. |

2. We have provided public notice of the necessary information for accessing the meeting.

3. We are providing a mechanism for the public to alert the public body during the meeting if there are problems with access. If anyone has a problem, please email awallace@sau39.org.

4. In the event the public is unable to access the meeting will be adjourned and rescheduled.

5. Please note that all votes taken during this meeting shall be done by roll call vote.

6. Finally, let's start the meeting by taking a roll call attendance. When each member states their presence please also state where they are and if anyone else is in the room with you during this meeting, which is required under the Right-to-Know Law.

Roll Call: Coughlan- Home and alone, Torres- Home and alone, Facey- Home and alone, Taylor-Home and alone, Grund- Visiting family out of state and alone, Glover- Home and alone, and Grondstra- Home and alone.

II. Public Comment I of II

No Public Comment

III. Consent Agenda

Mr. Grondstra noted that they will pull items #10 SHS Schedule and #11 Schedule Proposal for Community Council.

Mr. Steel commented that Mr. Mike Campo, Auditor with Plodzik & Sanderson P.A. Certified Public Accountants, Concord NH is here on the webinar.

Mr. Grondstra asked for Board questions for Mr. Campo.

Mr. Torres inquired about the recommendations for findings or material that they can better improve on.

Mr. Campo replied that the SAU #39 has one of the stronger Finance Departments that he deals with. He works with anywhere from 90-100 governmental entities in the State of NH. They identified a Fixed Assets Policy, and he has provided the Finance Department a sample of what they are looking for. It is more specific in terms of asset threshold, asset category, and asset lifespan. It really defines what a Capital Asset and makes their job easier in the end.

Additionally, they have noticed a late deposit in the Student Activity Fund. There is a possibility that it could be lost on the way to the bank. Those are the big areas and at the end of the day they have one of the finest Finance Departments in the State.

Mr. Torres asked how long their firm has been doing their audits.

Mr. Steel replied that he believes that they are at the end of their 6-year cycle and will go out RFP for a new firm. Their policy is to rotate every three to six years.

The Board thanked Mr. Campo.

95 Mr. Grondstra turned it over to Mr. Mike Berry, Principal of SHS to review the Schedule Proposal.

Mr. Steel noted that Principal Berry has prepared a memo and it was sent as a revision to the Board. He suggested that he start with the memo first and then review the presentation.

Principal Berry replied that this has been a lengthy process and they have been working with students, staff, families and administration, since November 19th, 2020. He believes that they have a schedule with a lot of flexibility and opportunities for students and teachers. They are moving towards an 8-period schedule. On three days a week for gold days and then flip, it is alternating on a weekly schedule. That is what you see presented in the memo. There are logistical items and it is going to make the experience better for students and teachers.

He is suggesting that they adopt this schedule as it was a collaborative effort. He is pleased with the work that everyone did, and they had 30-33 different meetings on this in the past few months. He hopes this fits the vision of the district and expectations of the Board.

He introduced, Community Council Liaison, Ms. Delaney Facques, SHS Student, Ms. Amanda
 Fulton, SHS Senior and Community Council Member, Mr. Ollie Toy, SHS Student, Ms.
 Caroline Mastergeorge, 10th Grade Team Teacher, Ms. Kim Paniagua and SHS Teacher, Mr.

115 Anthony Doucet.

Ms. Facques added that they approved this proposal with a vote at Community Council with 33 in favor, 5 opposed and 1 abstention. The main purpose for the schedule is to make life a bit easier, to take away the different challenges and barriers that are currently restricting the students at SHS and to allow for everyone to make the most of their educational experience. Principal Berry started this process back in November, with input from students, faculty/ staff, parents and Community Council Members. They thought that it would be important to hear the main discussion points.

"The most important educational task of our time is to evolve the institutions and practices that assist learning"- Sizer, CES Fall Forum 1993.

The objective for creating this schedule is for students to create their own pathways and to enjoy learning the material that they are being taught while creating potential for each student to be flexible with their schedule.

The main difference is the addition of the 8th period and on Mondays the Souhegan Meeting. The goal for this meeting is to have half the school meet altogether and have a fun and uplifting start of the week. There is an addition of the 8th period. At Community Council there was a concern with a loss of class time, but they thought that it would allow for more flexibility with scheduling and greater opportunities.

Mr. Ollie Toy, SHS Student, gave his support for the proposal. He added that there was more ability for students in all grades to have a flexible personalized schedule and no need to drop a class you want for one that you need. Second, there is an ability to tailor your education to your personal goals, such as Independent Study and CTE (Career Technical Education) availability. This ultimately gives students best ability to control course load no matter what route they are choosing for their future. Last, are the benefits to the Monday Forum. Social media is great but not everyone uses it.

Ms. Caroline Mastergeorge, SHS Student, added that she appreciates the flexibility of scheduling. Students will be able to create a schedule that works best for them and their other activities. She explained that she was able to take a CTE class and it was extremely helpful. Additionally, they will be designing their own personalized education and make it fit their career and life goals.

Ms. Amanda Fulton, SHS Student, commented that she sees a lot of benefits with this schedule and wished it had been around earlier in her time at SHS. First, there are more opportunities with taking classes. Underclassmen would be able to take more classes and it opens up class flexibility for different paths. It more effectively uses the school's time and allows more chances for teachers to help students and for students to get help. It would allow more free period time for upperclassmen (if applicable). AP/Advanced students have more time and chances to work on what they need. The 80-minute blocks, 75 on Mondays, allow for time to get work done without losing interest in the class. Finally, the community meetings help kids become more aware of what is happening in the school.

Ms. Kimberly Paniagua, 10th Grade SHS Teacher, commented that she is looking at this schedule through the lens of Competency Based education. She highlighted the following:

- Students are empowered daily to make important decisions about their learning experiences.
- Students receive timely, differentiated support based on their individual learning needs.
- Students learn actively using different pathways.
- Strategies to ensure equity for all students are embedded in the culture, structure and pedagogy of schools and education systems.

Mr. Tony Doucet, SHS Teacher, remarked that the community meetings are a vital structure for creating the space for whole- school learning. Community meetings can serve all kinds of purposes. They offer an opportunity for the following:

- Celebrate successes
- Address a critical school issue

- Distribute important and or mundane information in an engaging way
 - Explicitly teach values
 - Showcase student performance, both academic and artistic
 - Inspire through insightful readings or videos
 - Have fun

179

180

181

Ms. Facques reviewed the benefits of an eight-period schedule. This was also included in the memo

185 186 187

188

189

190 191

192

193

194

195

196

197

198

199

200

201

202

- Creates greater simplicity.
- Allows for greater teacher and student manageability and consistency.
- Allows for the placement/movement of courses with fewer constraints when designing a master schedule.
- The benefit of the proposed alternating block schedule over a straight seven is manageability of the workload and opportunity for greater depth of experience by both teachers and students.
- The proposed schedule is more easily balanced in terms of days in a semester when dealing with issues like cancellation of school.
- The elimination of the "white" day allows for greater consistency in lesson development.
- The proposed schedule provides a basic framework to meet core requirements while shifting start and end times.
- Free/structured free periods for 9-12 grade students.
- Increased ability to own your own education.
- Allows for collaborative and individual planning time for instructors.
- Expanding the services and support in Saber Support, Student Services, Counseling, and related service

203204205

She explained the potential of the schedule:

206 207

208

209

210

211

212

213

214

- Free Periods for 9-12, could be structured
- Awarding of credit for various activities (athletics, activities, piano lessons, expanding ELO's)
- Connecting Division I, JLP and Senior Project
- Expanding the services and support in Saber Support, Student Services, and Counseling.
- Will allow for more individual support on how to use the schedule
- Students will need to be guided on how to not overextend themselves
- Teachers will be encouraged to develop engaging educational experiences
- Space for development of new courses

215216

Mr. Grondstra thanked everyone for their time and efforts. He opened it up to the Board for questions.

219220

Mr. Coughlan asked for the cons, what are they giving up.

- Mr. Toy replied, the shortening of class periods. Right now, they have a 100-minute double
- block and will be going down to 80 minutes. They made a good compromise.

- 225 Ms. Facques replied that some students were opposed to the Monday meetings, time and necessity. 226
- 227 Ms. Grund added that she would like to hear from the teachers that teach upper level courses.
- She inquired if they have enough time to teach. 228

229

- Principal Berry added that it is a shift and there are things that you can do such as a double 230 block. They cannot do that for every AP class. It can be done and there was a lot of research that 231
- has gone into this. 232

233

- Ms. Facey thanked Principal Berry, the teachers and the students. She gave her support for the 234 proposal and appreciates the ability to bring back the foundational pieces of Souhegan. She 235 appreciates the ability for students to take additional courses because often students are inspired 236 by the other types of experiences. In her experience, those are the types of items that students 237
- look for in college and beyond. 238

239 240

She inquired about the assessment of the instructional hours and if the administration is comfortable with the number of hours that are being provided to students. She noted the AP testing in May and questioned if they have thought of mitigation efforts.

242 243 244

245

241

Principal Berry explained that the instructional hours are important, and they do have enough. They need to think about the content and what they are asking students to do. As far as AP, it will require a shift and each course will be different, it will be up to the individual instructor.

246 247 248

249

250

251

Assistant Superintendent, Ms. Christine Landwehrle, added that they do have enough instructional hours all of the hours count with the exception of lunch counts. The meetings on Mondays are an extension of the Advisory and they do count as instructional hours. It will be a bit of an adjustment and weighing and balancing was the goal. They are feeling confident that they can do that.

252 253

Ms. Facey asked if they were looking at adding more days to the school year.

254 255 256

Ms. Landwehrle replied that is something that Superintendent Steel is handling.

257

258 Ms. Taylor inquired about club time, where will they meet and when.

259

Principal Berry replied that they are waiting for the Thursday SAU Board Meeting. They have 260 had conversations around that, it is on their minds. 261

262

Mr. Glover inquired about the phrase "Flex Time" and "Free Period" and how does that work 263 and how does that manifest. 264

265

266 Principal Berry replied that "Free Period" is akin to study hall in a CBE environment.

267

268 Mr. Doucet explained that he is excited about this possibility and they have teams in 9th and 10th grade. They have never been able to have a free period. They would have the ability to have a 269

free period that is more structured. It is gives them the flexibility to get them the help that they need.

272

273 Ms. Grund inquired who is teaching these extra periods and classes, do they have enough staff.

274

275 Principal Berry replied that it is up to the leadership. They feel confident that they have enough staff and

277

278 Ms. Taylor noted that there was talk about a start time for 8:15am and now it is 8:30am.

279

Mr. Grondstra remarked that they will discuss that at the SAU Board meeting this Thursday at 6:00PM. No matter what the start and end times the proposed schedule will fit.

282

283 Ms. Grund inquired about forum on Mondays.

284

Principal Berry replied that their thought process was to get as many people there and create a culture that students don't want to miss. Its going to be high energy, mid-morning and presenting the opportunities for kids. They will be a little more awake as well.

288

289 Ms. Taylor inquired about the staff negotiations.

290

Principal Berry replied that they have met with the PPC and he feels confident that no matter what comes up that they will be able to negotiate that and make sure that it happens.

293

Ms. Grund inquired about the 30-minute lunch.

295

Mr. Doucet replied that there are two grades per lunch period and two half hour lunch periods in each schedule. That is how they have been doing it recently.

298

Ms. Taylor inquired about the ELO and the free periods. Do you have to have a free period to take an ELO, does it have to be assigned to a teacher. She noted that the Athletics as a credit is allowed by the Board now.

302 303

Principal Berry replied that they don't need ELO's to be done during a free period, but it does help. There is a lot of work to be done around ELO's. They are trying to create the structure and in place in case they need to do that. It does create flexibility with that.

305 306

304

307 Mr. Glover asked about the lunch period for 30 minutes and then the Advisory for 25 minutes.

308

Mr. Doucet explained that right now the freshman lunch period starts at 12:00 and runs until 12:30. There is 5 minutes of overlap and that is something that they have done in past years and it hasn't been an issue.

312

Mr. Grondstra asked Ms. Paniagua what did she mean about the "structure that was getting in the way".

- Ms. Paniagua explained that that a lot of the examples have already been mentioned by the
- students. She has taught sophomores for the last nine years and she has seen the cases of students
- 318 that with schedules that have limited them.
- 319 Mr. Doucet added that he has had the conversations with parents of students that have needed
- 320 Saber Support and cannot take a class that they really love. They will not have to do that with
- 321 this proposed schedule.

323 Mr. Grondstra turned it over to Superintendent Steel for comment.

324

- 325 Mr. Steel thanked Principal Berry and all of the faculty and students that were involved. It
- 326 highlights the value and importance of Community Council at Souhegan. He asked Ms. Paniagua
- what are the first steps from her perspective.

328

- 329 Ms. Paniagua replied that she is reading a book called "Learning to Improve". They need to start
- educating their staff on CBE assessment and instructional practices. To look at teachers as
- learners then branch out.

332

- 333 Mr. Steel thanked Ms. Paniagua. He noted his appreciation for the thoughtful Board questions
- and discussion.

335

336 Mr. Glover inquired if there was a solution to potential schedule conflicts.

337

- 338 Ms. Fulton replied that students need to make sacrifices for classes that they feel are important.
- 339 This schedule allows for flexibility.

340

- Mr. Grondstra added that this is a great step in the direction of personalized learning experiences.
- 342 He applauded the students and teachers.

343

He went back to the consent agenda, he asked for things to pull or to take a motion.

344 345

- Mr. Coughlan motioned to adopt the Consent Agenda items 1. January 05th, 2021 Draft
- Minutes, 2. January 13th, 2021 Draft Minutes-PH, 3. January 21st, 2021 Draft Minutes, 4.
- January 25th, 2021 Draft Minutes, 5. SCSD Projected Fund Balance, 6. FY '21 Cap.
- Reserve Trust Funds, 7. 2020 SCSD Governance Letter, 8. 2020 SCSD Annual Report, 10.
- 350 Souhegan Schedule 2021-2022, 11. Schedule Proposal for Community Council with
- expected 2/8 vote 12. SHS Schedule Proposal Memo, 13. Feb. 2021 Principal Report and
- 352 **24.** Resignation Letter. Ms. Grund seconded the motion.

353

Mr. Coughlan pulled the 3. January 21st, 2021 Draft Minutes. He noted the misspelling of his name.

356

Ms. Taylor asked to pull the #12 Principal's Report and #4 Jan 25th, 2021 Minutes.

- Mr. Glover asked about the items #10 and #11. The presentation that was in the packet was
- different from the one that was given. He added that there are three items that essentially say the
- same thing. Plus, the presentation that was given was different than the one in the packet.

362 Mr. Grondstra replied that they are all related.

Mr. Steel added that the memo that was provided today has a motion in it along with a description of the schedule. That is really what the board would be adopting. The presentation in the packet and the tonight is to provide the Board more information. It needed to be adjusted as Principal Berry was working today with students and teachers throughout the day.

Mr. Glover commented that he understands that things get moved around, if they are making a decision it should be reflected properly and clearly, or else it could be confusing. He suggested to pull these things and replace it with the one thing that is really needed, the Memo. He recommended that the other items become informational.

Mr. Steel replied that he thinks that is fine as long is it is ok with Chairman Grondstra. They can amend the presentation that was presented tonight to the March Minutes.

Mr. Grondstra agreed. He added that they can pull the presentation that was in the packet and replace it with the one that was presented tonight.

Mr. Grondstra added that items to be pulled are #4, #9, #11 (to be replaced), and #12.

Ms. Taylor noted that she wanted to add lines to #4 The Jan 25th, 2021 Draft Minutes.

"Ms. Taylor inquired about higher ed partnerships for the high school. Was SNHU chosen? SNHU has multiple Dual Enrollment programs. Around 5 years ago, SNHU started a competency based dual enrollment Associates degree, which required students to earn a complete degree or nothing.

Ms. Taylor would prefer the high school partner with colleges which have dual enrollment credits earned for each class independently after completion."

Mr. Grondstra inquired about the #9 Souhegan Voter Guide 2021.

Mr. Steel clarified that the Voters Guide is what they send the residents to prepare them for what is to be on the ballot. The Souhegan High School Report is apart of that and that should be labeled Consent Agenda item #8. There is nothing for Consent Agenda item #9 in the packet.

He asked Principal Berry if what is labeled "Souhegan High School Report" was something that he submitted as part of his Annual Report.

401 Principal Berry replied, yes. He added that Ms. Sue Leger asked for that report.

Mr. Steel added that the Voter's Guide is not included in this consent agenda.

Mr. Grondstra asked if the Souhegan High School Report was labeled incorrectly as #9 and should be #8.

- Mr. Steel replied, yes. It should be #8. 408 409 Ms. Taylor inquired to pull #8 for questions. 410 411 412 Mr. Grondstra added that he saw Ms. Taylor's email to Mr. Steel and Principal Berry. He added that they will not have time to answer all of her questions now. 413 414 Mr. Steel thanked Ms. Taylor for sending her questions. He mentioned that Principal Berry and 415 his team are working on providing her a written response. 416 417 Ms. Taylor replied that her questions were around dual enrollment and AP courses. 418 419 420 Mr. Grondstra added that he is looking forward to seeing the answers as well. 421 422 He went to the #12 Principal's Report. 423 424 Ms. Taylor replied that she would like to see the current unweighted GPA distribution for current sophomores and current juniors. It would be valuable in assessing the new grading system. 425 426 427 Mr. Grondstra added that he is sure that Principal Berry is working on that as well. 428 Ms. Taylor commented for the move to inquiry project-based learning. Perhaps they should get 429 more feedback from students. She was also asking for an update on Empower. 430 431 Mr. Steel replied that they have teachers piloting a new software package and he will have an 432 update this Friday. 433 434 435 Ms. Grund thanked Principal Berry for his Senior Challenge. 436 Ms. Taylor asked about "orange" status. 437 438
- 439 Mr. Grondstra asked if that was in the Principal's Report.
- 441 Ms. Taylor replied, no.
- Mr. Coughlan motioned to approve the amended Consent Agenda items 1. January 05th,
 2021 Draft Minutes, 2. January 13th, 2021 Draft Minutes-PH, 3. January 21st, 2021 Draft
- 445 <u>Minutes, as amended, 4. January 25th, 2021 Draft Minutes, as amended 5. SCSD Projected</u>
- Fund Balance, 6. FY '21 Cap. Reserve Trust Funds, 7. 2020 SCSD Governance Letter, 8.
- 2020 SCSD Annual Report, 11. SHS Schedule Proposal Memo, with motion (adopt the
- 448 <u>community council proposal regarding the Souhegan schedule that was adopted on</u>
- February 9, 2021 and authorize the Superintendent to take any necessary steps to carry it
- out and further to require the administration to provide an update a year from today that
- evaluates the implementation. 13. Feb. 2021 Principal Report and 24. Resignation Letter.
- 452 **Mr. Torres seconded the motion.**

| 5 | Mr. Grondstra called a roll call: Grondstra- Yes, Facey- Yes, Torres- Yes, Coughlan- Yes, Taylor- Yes, Glover- Yes and Grund- Yes. |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 | Mr. Grondstra asked Ms. Facques for any Community Council updates. |
| 8 9 | Ms. Facques replied, none other than their presentation. |
|) L | Mr. Grondstra asked about status "orange". |
| 2 3 4 5 6 7 | Mr. Steel replied that the metrics in the area have been improving over the several weeks. The Positivity Rate for testing yesterday was 2.9% and jumped back up to 5.9% because there were only a couple thousand tests that were performed. They have identified a cluster of cases at the Wilkins school. They are waiting to get through February vacation. They are heading towards "yellow" sometime soon, but it won't be until a week after February vacation. |
| ;) | Ms. Taylor added that winter sports are winding down and the "yellow" status could affect that. |
| 0 1 2 3 4 5 | Mr. Steel explained he does not believe that the "yellow" or "orange" status will affect sports one way or another. If there is a baseball team that travels to a location on a bus, and there is a positive Covid case, it is likely DHHS will recommend that the whole team will have to quarantine. DHHS has reviewed their protocols and in the in the recent case at Wilkins, their Poststructure has saved them from quarantining the whole school. |
| | Ms. Taylor noted that the in "orange" status the protocol listed could end the season early. |
| | Mr. Steel explained that if the spring athletes follow the same rigorous procedure as the fall sports then they should be just fine. |
| | IV. Public Comment II of II |
| | Ms. Lisa Eastland, 19 River Road, Amherst NH, gave her support for the community meeting on Mondays. It will be helpful post pandemic. She is disappointed to see the skinny block go. Having that repeated daily exposure was beneficial. She is encouraging the Board to create measurement standards for the next few years. |
| | There were no other Public Comments |
| | The Board thanked Ms. Eastland. |
| | V. Meeting Adjourned |

495 <u>Ms. Facey motioned to adjourn the meeting at 7:45 PM. Ms. Grund seconded the motion.</u>
496 <u>The vote was unanimous, motion passed.</u>

497

498 Mr. Grondstra called a roll call: Grondstra- Yes, Facey- Yes, Torres- Yes, Coughlan- Yes,
 499 Taylor- Yes, Glover- Yes and Grund- Yes.