

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



Souhegan Cooperative Board Meeting

Monday, April 13th, 2020 – 6:00 PM

Due to current COVID-19 precautions, board meetings will take place via webinar. Please tune in using one of the following:

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Webinar ID: 551 925 796

| Agenda Item | Time | Desired Action | Backup Materials |
|--------------------------|---------|--|---|
| Call to Order | 6:00 PM | Chair of the Souhegan Cooperative School Board, Mr. Pim Grondstra, to call the meeting to order. | None |
| Opening Items | 6:00 PM | Board to review the Opening Items | None |
| Consent Agenda- Approval | 6:30 PM | 1. Draft Minutes 03 23 2020 2. Unanticipated Revenue \$650 3. Policy JLCJ- From Mar 23 rd , 2020 Meeting 4. Policy JFABD- From Mar 23 rd , 2020 Meeting | 03 23 2020 Draft Minutes Memo Policy JLCJ Policy JFABD |
| UFB Update | 6:35 PM | SAU #39 Business Administrator, Ms. Michele Croteau, to review the UFB and discuss projects | None |
| FY'22 Budget | 6:50 PM | FY' 22 Budget Assumption Discussion as it relates to Strategic Planning | None |
| SAFC Discussion | 7:00 PM | Discussion of plan to reorganize SAFC/Board Process | |
| Policy Discussion | 7:10 PM | Board to engage in Policy discussion- Principal search and selection process | None |
| Non- Public Session | 7:20 PM | RSA 91 A:3 II () | |
| Meeting Adjourned | 7:30 PM | | |

1 Souhegan Cooperative Board Meeting

2 **Consent Agenda Item #1** Monday, March 23, 2020

3 Meeting Minutes- Not Approved

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant
6 Superintendent, Michele Croteau- SAU #39 Business Administrator, Bill Hagen- Principal SHS,
7 Tony Doucet- Teacher SHS, and Andrew Emerson- Teacher SHS.

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

10 Board Minutes: Danae A. Marotta

11 Public: Delaney Facques, SHS Community Council Liaison, Georgia Craven- SHS Student,
12 Michael Berry- SHS Principal Nominee

13 I. Non-Public Session

14 **Mr. Chen motioned to enter into Non-Public Session RSA 91-A:3 II (b) at 5:07 PM. Ms.**
15 **Facey seconded the motion. The vote was unanimous, motion passed.**

16 **Mr. Steel called Roll Call of all the board members: Grondstra- Yes, Facey- Yes, Grund-**
17 **Yes, Coughlan-Yes, Taylor-Yes, Torres-Yes and Chen-Yes.**

18 Other persons present: **Superintendent- Adam Steel, Assistant Superintendent- Christine**
19 **Landwehrle, SAU #39 Business Administrator- Michele Croteau and Michael Berry- SHS**
20 **Principal Nominee**

21 Description of matters discussed and final decisions made: Interview for employment

22 **Mr. Grondstra motioned to leave Non-Public Session and at 5:53PM. Ms. Grund seconded**
23 **the motion. The vote was unanimous, motion passed.**

24 II. Organizational Meeting Call to Order

25 **Superintendent, Mr. Adam Steel, called the Organizational Meeting to order at 6:00 PM.**

26 As Chair of this meeting, I have determined that given the potential health issues associated with
27 the COVID-19 pandemic, the Governor's declared State of Emergency in New Hampshire due to
28 COVID-19, and the public health authorities recommendations for social distancing, quarantine
29 and self-isolation, this meeting constitutes an "emergency" pursuant to RSA 91-A:2 (III)(b) in
30 that "immediate action is imperative and the physical presence of a quorum is not reasonably
31 practical" and the organization needs to conduct its regular meeting to continue to move the
32 business of the organization forward during this pandemic.

33 As a result, members of the public body may participate by phone and a quorum need not be
34 present in the location for which the meeting was noticed. Any actions taken must be by Roll
35 Call vote.

36 For the record, this meeting has been properly noticed for more than 24 hours and the public may
37 attend the meeting at the noticed location 1 School Street, Amherst NH, where the meeting will
38 be audible to the public.

39 **Mr. Steel called Roll Call of all the board members that are present: Grondstra- Yes,**
40 **Facey- Yes, Grund-Yes, Coughlan-Yes, Taylor-Yes, Torres-Yes and Chen-Yes.**

41 He explained the process of electing a Chair. He will first take nominations from the Board and
42 keep a list, close nominations and then vote.

43 Ms. Facey nominated Mr. Pim Grondstra as Chair of the SCSB.

44 Mr. Steel asked for additional nominations.

45 There were no additional nominations and Mr. Steel closed the nominations.

46 Mr. Steel asked Mr. Grondstra if he would be willing to serve if elected.

47 Mr. Grondstra replied, yes.

48 **Mr. Steel called Roll Call of all the board members that are present: Facey- Yes, Grund-**
49 **Yes, Coughlan-Yes, Taylor-Yes, Torres-Yes, Chen-Yes and Grondstra- abstain. (6-0-1)**

50 **Mr. Grondstra was elected Chair of the Souhegan Cooperative School Board.**

51 Mr. Steel noted the election of a Vice Chair.

52 Mr. Torres nominated Ms. Facey as Vice Chair.

53 Mr. Chen nominated Ms. Taylor as Vice Chair.

54 Mr. Grondstra asked for more nominations. There were no more nominations.

55 Mr. Grondstra called a Roll Call with each board member stating their vote for vice chair. **Ms.**
56 **Grund- Ms. Taylor, Mr. Coughlan- Ms. Facey, Mr. Chen- Ms. Taylor, Mr. Torres- Ms.**
57 **Facey, Ms. Taylor- Ms. Taylor, Ms. Facey- Ms. Facey and Mr. Grondstra- Ms. Facey.**

58 **Ms. Facey was elected Vice-Chair of the SCSB.**

59 Mr. Grondstra noted that the Board will also need to elect a Secretary.

60 Ms. Taylor nominated Ms. Grund as SCSB Secretary.

61 Mr. Grondstra called for additional nominations.

62 There were no other nominations and the vote was unanimous (7-0).

63 **Mr. Grondstra called Roll Call: Grondstra- Ms. Grund, Facey- Ms. Grund, Grund-herself,**
64 **Coughlan- Ms. Grund, Taylor- Ms. Grund, Torres- Ms. Grund and Chen- Ms. Grund.**

65 **Ms. Grund was elected Secretary of the SCSB.**

66 Superintendent Steel remarked that they also need to appoint a School District Treasurer,
67 effective July 1st. It is not an elected position by voters and the current Treasurer has filled the
68 position for a number of years.

69 **Mr. Chen nominated Ms. CJ Butler for Souhegan Cooperative School District Treasurer.**
70 **Mr. Grondstra seconded the motion.**

71 **Mr. Grondstra called Roll Call: Grondstra-Yes, Facey- Yes, Grund-Yes, Taylor-Yes,**
72 **Torres-Yes, Chen-Yes and Coughlan-abstain. (6-0-1)**

73 Mr. Steel noted the Board will also need to appoint a School District Clerk, effective
74 immediately.

75 Mr. Grondstra commented that the position is held by Ms. Christine Janson.

76 **Mr. Coughlan motioned to nominate Ms. Christine Janson for Souhegan Cooperative**
77 **School District Clerk. Ms. Facey seconded the motion. The vote was unanimous, motion**
78 **passed.**

79 **Mr. Grondstra called Roll Call: Grondstra-Yes, Facey- Yes, Grund-Yes, Taylor-Yes,**
80 **Torres-Yes, Chen-Yes and Coughlan-Yes. (7-0)**

81 Mr. Steel noted that there were several board appointed positions and can require a vote if
82 needed. He added that the first is Advisory Finance Committee.

83 1. Advisory Finance Committee- Ms. Grund and Mr. Torres.

84 Mr. Chen questioned why there is only one person on the AFC committee.

85 Mr. Steel responded that they can certainly have two.

86 Mr. Torres remarked that he will serve as a second member on the AFC.

87 2. Athletic Liaison Committee - Mr. Chen and Mr. Grondstra

88 3. Capital Improvement Plan Committee- Mr. Coughlan

89 Mr. Chen inquired about working as a single board and commented that there seems to be a
90 contradiction.

91 Mr. Coughlan asked Mr. Chen if he was referring to the CIP Committee.

92 Mr. Chen replied, yes.

93 Mr. Coughlan that the Town picks who they want on the committee. Last year, it was himself,
94 Ms. Terri Behm (ASB Member) and SAU #39 Business Administrator, Ms. Michele Croteau.

95 4. Community Council- Ms. Taylor

96 Ms. Facey noted that she would like to serve on that committee.

97 Ms. Taylor added that she would also like to serve.

98 Mr. Grondstra commented that he would like to put both names down and then circle back.

- 99 5. Expendable Trust Advisory Committee- Mr. Chen and Ms. Grund
100 6. Manifest- Ms. Grund and Ms. Taylor
101 7. Policy Committee- Ms. Taylor and Mr. Coughlan
102 8. PPC- Mr. Coughlan and Mr. Torres (Ms. Facey as an alternate)

103 Mr. Coughlan noted that they have a meeting scheduled for Thursday.

- 104 9. PTSA- Mr. Chen and Ms. Grund
105 10. New Hampshire School Board Association- Ms. Taylor

106 Ms. Facey added that she is already on the Executive Board.

107 Ms. Taylor noted interest in the NHSBA.

- 108 11. Joint Facilities Advisory Committee- Mr. Grondstra, Ms. Facey and Ms. Grund (Ms.
109 Taylor as an alternate)

110 Ms. Steel added that they need to circle back to Community Council.

111 Ms. Facey noted that she would like to serve as CC Liaison.

112 Ms. Taylor remarked that she would prefer to have someone that has children in the school.

113 Mr. Grondstra remarked that he does not feel like that is relevant.

114 Ms. Taylor commented that Ms. Facey is also the Chair of the SAU Board.

115 Mr. Steel suggested a Roll Call vote.

116 Mr. Chen inquired what the role necessitates so that he can come to his own conclusion.

117 Superintendent Steel explained the what the role involves.

118 Mr. Chen questioned why only one school board member.

119 Mr. Steel remarked that it is meant to have consensus.

120 Mr. Chen commented that he believes that it is a weighty principle.

121 Ms. Taylor asked if she can nominate someone else.

122 Mr. Steel requested Ms. Delaney Facques, Community Council Liaison, to add her input.

123 Mr. Grondstra remarked that Ms. Facques can enlighten the Board with her experiences.

124 Ms. Delaney gave her support for Ms. Facey adding that Ms. Facey understands the college
125 admissions process well.

126 Ms. Taylor recommended someone other than herself that has not served.

127 Mr. Torres asked about succession planning.

128 Mr. Grondstra replied that he has not heard of any succession planning but anyone that has
129 interest would naturally get up to speed by being an active member.

130 Mr. Chen added that there are pros for being a past member and having new insight.

131 **Mr. Grondstra called a Roll Call vote Torres-Ms. Facey, Chen-Ms. Taylor, Grund- Ms.**
 132 **Taylor, Taylor-herself, Facey-herself, Coughlan-Ms. Facey, and Grondstra-Ms. Facey.**

133 Mr. Steel noted that there are two other committees.

134 12. Communications Committee- Mr. Coughlan and Ms. Facey

135 13. Constitutional Interpretation Committee- Mr. Coughlan

136 The Board thanked Mr. Grondstra.

137 III. Superintendent's Report

138 Nomination for SHS Principal

139 Superintendent Steel noted that he is pleased to put a new SHS Principal into nomination. Over
 140 the last several months, Ms. Peggy Silva, has served as Chair of the SHS Principal Search
 141 Committee. They have reviewed many resumes and had many applicants which they narrowed
 142 down to three. They then conducted a formal interview followed interviews by many different
 143 groups.

144 He then noted that there are a few members of the hiring committee that are here to share their
 145 thoughts.

146 SHS Teacher, Mr. Andy Anderson, discussed being impressed with Mr. Berry's depth of
 147 knowledge with the culture of SHS. He is excited to have him on board.

148 SHS Teacher, Mr. Tony Doucet, commented that he was very impressed by Mr. Berry and
 149 believes that he will do a great job leading them in the future.

150 Mr. Steel added that there are also two student representatives that are on the call to give their
 151 thoughts.

152 Ms. Facques also gave her support for the nomination.

153 SHS Student, Ms. Georgia Craven, commented that she has agreed with everything the other
 154 participants had mentioned earlier. Ms. Craven noted that it would be an honor to have him.

155 Mr. Steel noted that Mr. Berry is on the Zoom call and would be happy to speak.

156 Mr. Berry thanked the Board for having him and that his experiences have led him to this
 157 position. As he reflects, it is a school that you can go places with a great teachers, administration
 158 and community. He is pleased to accept the position at SHS.

159 Mr. Steel nominated Mr. Michael Berry as SHS Principal, with the starting salary of \$135,000,
 160 effective July 1st, 2020.

161 **Ms. Facey motioned to approve the nomination of Mr. Michael Berry, with the starting**
 162 **salary of \$135,000, effective July 1st, 2020. Mr. Coughlan seconded the motion.**

163 **Mr. Grondstra called Roll Call: Grondstra-Yes, Facey- Yes, Grund-Yes, Taylor-Yes,**
 164 **Torres-Yes, Coughlan-Yes and Chen-No (6-1)**

165 Mr. Chen clarified that he is disappointed in the process for selecting the Principal. It is true that
 166 Superintendent Steel has the right to nominate the candidate and bring the Board one candidate.
 167 They are left with one choice and he has brought it up this issue a number of times.

168 Second, there has been a lot of things that the board could have taken apart of during the
 169 selection process. For example, they have not approved of the selection process. The board is
 170 responsible for policy and policy would state to you that they would be responsible for finding
 171 and selecting a candidate. The fact is that no board input was taken until this moment in time.
 172 This decision is a forced decision. Many said yes, because there is no alternative here. That is not
 173 the way to conduct the business of the school board and they need to understand that and adjust
 174 it.

175 Mr. Grondstra commented that they can look at the process and how it can be improved.

176 Mr. Chen added that they did get an update, but they were snippets and no details. He is
 177 disturbed by the way the process went.

178 Mr. Grondstra added that he does not know who the other candidates were and with his limited
 179 exposure is confident with moving forward. Mr. Berry will report to Superintendent Steel.

180 Mr. Torres remarked that he replied yes, with his vote not because there was no other choice but
 181 that he trusts Superintendent Steel's decision making.

182 Mr. Grondstra echoed Mr. Torres.

183 Mr. Steel emphasized his preference in being transparent as the previous SAU #39 Business
 184 Administrator and now Superintendent. He further remarked that when it comes to selecting
 185 Principals, Teachers and staff, that is his job and his job alone. If Mr. Berry does not work out as
 186 Principal, then they need to hold him accountable. If the board had selected him, then they would
 187 be held responsible. In Massachusetts, the board has no say in the selection. He felt that it was
 188 important to include the school board, and, in this case, he chose to have a very diversified
 189 committee which he did not have to do.

190 He concluded his comments by stating that he understands Mr. Chen's point of view.

191 Mr. Grondstra amended what he mentioned before about revealing the process. He then asked if
 192 in the future if Mr. Steel could enlighten the board but only, if he so wishes.

193 Mr. Steel replied, yes.

194 School Board Meeting Calendar

195 He then discussed that this is a draft of the school board calendar, from August to next June. He
 196 would like the board members to review. No action is needed at this time.

197

198 Trello Board

199 Mr. Steel added that on the left-hand side there is a list of the meetings by ordered by date, with
 200 the agendas, and minutes. On the right, there is an Organization List with other various items
 201 such as Board Assignments, public hearing and Deliberative Session dates. Further to the right,
 202 there is also a card where new agenda items can be added. This is the best place to go for board
 203 information.

204 Covid-19/Coronavirus Update

205 They have some very important traditions that they need to mindful of. He is hopeful of coming
 206 back this school year. They will be thinking of ways of supporting their students and that is
 207 something on their minds.

208 He has asked one of their teachers, Mr. Tony Doucet, to speak about how remote learning is
 209 going so far. This is now day #3 and it is a monumental shift for their educators.

210 Mr. Tony Doucet, thanked the Administration, it has put them far ahead of other districts. He has
 211 had a lot of communication with parents and he has had great discussions with students. He has
 212 met his Advisory group twice already and the students have wanted to stay online longer. Work
 213 is even coming in from students as a higher rate.

214 Mr. Grondstra thanked Mr. Doucet.

215 Unassigned Fund Balance- Projection for the Year

216 Mr. Steel added that normally they would be very precise with their calculations with the
 217 Unassigned Fund Balance at this time but there is great uncertainty due to the funding
 218 mechanisms they have in play over the next few months.

219 Ms. Croteau commended the teachers for coming so far with their remote learning. She
 220 explained that with the projections regarding the Unreserved Fund Balance there are a lot of
 221 questions surrounding when they will to return to school. There are questions with contractual
 222 obligations, vendors, athletic programs and it is too soon to tell what is going to happen with
 223 some of these things. There are some expenditures that were not planned that are necessary with
 224 this new way of teaching.

225 On the Revenue side, in excess of what was budgeted she is expecting \$126,000-127,000.
 226 Expenditures are very tight and there is a large range from \$0 up to \$443,000. One example is
 227 with coaches and athletic programming that is approx. \$49,000. They have PD that looks
 228 different and then other contractual obligations that are yet to be determined.

229

230 Mr. Steel added that Ms. Croteau will review some end-of-year projects.

231 Ms. Croteau noted that they have a few projects that are currently underway. They include
 232 replacing two water tanks at the HS and that was on the Capital Needs Assessment
 233 recommendation in 2018. She will confirm that they are underway, but the cost of \$27,500
 234 includes a \$2,500 rebate. They are looking at the gas shut off in the kitchen (\$2,700) to isolate
 235 ass appliances from one location. The water heater in the kitchen is, going to tankless system,
 236 \$16,800. That is to replace an existing water heater with a natural gas water heater. If they were

237 to do any of the projects listed, she would have to get firm quotes in order to encumber the funds
238 for this year.

239 Mr. Grondstra asked if these are projects that they are looking at for the end of the year if they
240 have the funds available.

241 Mr. Steel remarked that they also have the science labs that they are looking at with an architect
242 which is not listed but a top priority.

243 Mr. Chen asked about the Chemistry Labs in the main building that are in major disrepair.

244 Mr. Steel replied that he would like to check with the Joint Facilities Advisory Committee and
245 make sure that they are not repeating projects.

246 He reviewed some major projects that they are working on such as Joint Facilities projects,
247 school start times, administrator hiring and a 5-year budget forecast (internally).

248 Mr. Grondstra asked how will the multi-board meetings will work.

249 Mr. Steel explained that that it was a recommendation by the Reconfiguration Committee. The 4
250 Board Chairs discussed and agreed on. The thought was to try it out in April and May, and it is an
251 intentional try to act as one board.

252 Mr. Grondstra commented that they should tread lightly, and they need to ensure that they put in
253 the right amount of time for discussion. He is looking forward to seeing how it works.

254 Mr. Steel remarked that it may not, and they might have to adjust.

255 Mr. Taylor asked who they should submit their thoughts and ideas to for the SAU Board.

256 Mr. Steel replied that any board member can send their ideas to their respective Board Chair. The
257 SAU Board Chair is undefined right now and they will have to re-elect a new chair.

258 Mr. Chen noted that it might be a time to get things done when the students are not in school.

259 Ms. Croteau replied that they are being mindful and taking a lot of things into account.

260 Mr. Chen remarked that it did not seem like the items listed were in order of priority.

261 Ms. Croteau commented that they are not yet in priority order, but she can do that. She added
262 that it is important that they encumber the funds even if the work will be done when the restrictions
263 lift.

264 Ms. Grund asked Mr. Steel about the transcripts and reporting and how are they going forward
265 with that.

266 Mr. Steel replied that he does not know yet, this week is when they get back to business with the
267 other items. They will circle back to it and they need to get input from parents.

268 Ms. Grund added that the teachers have been phenomenal and applauded them. She asked about
269 the expenses that they were not ready to cover due to the Covid-19 pandemic.

270

271 Ms. Croteau noted that they are tracking those costs and not all of the costs are in yet. It is
272 something that they thought of so they can identify items.

273 Mr. Coughlan mentioned that the sign board out front is a potential item to purchase for end of
274 the year projects. They did get a number of quotes for an electronic sign that would be in the
275 \$24k-\$25k range. He wants to let the board know now that it is in great disrepair. The
276 Maintenance Department has done a wonderful job keeping it together, but they cannot work
277 miracles forever.

278 Mr. Steel noted that he has put this item in the list on the Trello Board under the Organization
279 List and the card "Potential End of Year Projects".

280 Mr. Chen asked Mr. Steel about the status of competency-based education. He then asked for a
281 summary.

282 Mr. Steel explained how they are a mastery learning center of education. They are one of the
283 leaders in the State in regard to CBE. They would not be able to shift their teaching if not for
284 the teachers already working in a Mastery Based System.

285

286 Mr. Torres asked Ms. Croteau about \$127k increased revenues.

287 Ms. Croteau replied that the Cat Aid, Tuition and Medicaid is higher than projected.

288 Mr. Torres asked about the contracts with busses.

289 Ms. Croteau replied that they have contractual obligations and are yet to be determined. It
290 depends if they will be back in session or not. She will review the contracts.

291 Mr. Chen asked about the education for Vocational education.

292 Mr. Steel replied that SHS Principal, Mr. Bill Hagen, is also on the call.

293 Principal Hagen replied that the vocational personnel have been in contact with Student Services.
294 They are still working remotely where it is possible.

295 Mr. Chen asked how is it possible.

296 Principal Hagen replied with their Science Teachers it may not be possible, and those questions
297 still remain.

298 Ms. Taylor added that she heard that the schedule was going well.

299 Mr. Grondstra remarked that he applauds the staff and his student is doing very well.

300 Mr. Chen added that his children are in other schools and commended the teachers and
301 administration adding that they are way ahead of the game.

302 IV. Committee Updates

303 Ms. Taylor noted that Community Council will be going online for potential meetings.

304 Ms. Facey mentioned that the Joint Facilities Advisory Committee will be meeting this Thursday
 305 over Zoom conferencing, and that the Amherst FY'21 budget has passed. They will start looking
 306 at their next steps going forward.

307 Mr. Grondstra, also serving on the JFAC, agreed that he was pleased that the ASD budget
 308 passed.

309 V. Community Council Update

310 Ms. Delaney Facques, Community Council Liaison, commented that they should be meeting on
 311 Zoom sometime starting next week.

312 The Board thanked Ms. Facques.

313 VI. Consent Agenda

314 **Mr. Coughlan motioned to approve the Consent Agenda items 1. Draft Minutes 03 02 2020,**
 315 **2. Jan 2020 Treasurer's Report, 3. Feb 2020 Treasurer's Report, 4. Unanticipated Revenue**
 316 **\$700, 5. Policy KFA- From 03 02 2020 Meeting and 6. Policy JIC-From 03 02 2020 Meeting.**
 317 **Mr. Chen seconded the motion. Motion passed.**

318 **Mr. Grondstra called Roll Call: Grondstra-Yes, Facey- Yes, Grund-Yes, Taylor-Yes,**
 319 **Torres-Yes, Coughlan-Yes and Chen-abstain (6-0-1)**

320 VII. First Reading Policies- JLCJ and JFABD

321 Mr. Grondstra noted that policies JLCJ and JFABD are in the packet and the board should have
 322 reviewed them already. He asked for board comments or questions.

323 There were no comments or questions.

324 Mr. Steel added that it will then go in the Consent Agenda for next month.

325 VIII. Public Comment

326 Mr. Grondstra congratulated Ms. Grund and Ms. Facey on their elections to the SCSB. He added
 327 that they have two choices, to work together or not work together. He would prefer to work
 328 together. His role is to be the facilitator of the meetings. Different opinions are always good, and
 329 everyone needs to be on the same wavelength to achieve that.

330 He also mentioned that he would prefer to minimize the personal agendas. Each member of the
 331 board has their own personal opinions and suggested against resorting to personal attacks. There
 332 are some things about mastery learning that they are not going to change. He then advised the
 333 Board to concentrate of the things that they can affect.

334 Lastly, he would like to keep track of action items. He asked the Board Secretary, Ms. Grund, to
 335 work with the SAU or himself to track the action items. It is important that they keep up with
 336 that.

337 Ms. Grund replied that she would be willing to help.

338 IX. Non-Public Session

339 **Ms. Taylor motioned to enter into Non-Public Session RSA 91-A:3, II (a) and (b) at**
340 **8:06PM. Mr. Chen seconded the motion. The vote was unanimous, motion passed.**

341 **Mr. Grondstra called Roll Call of all the board members: Grondstra- Yes, Facey- Yes,**
342 **Grund-Yes, Coughlan-Yes, Taylor-Yes, Torres-Yes and Chen-Yes.**

343 **Other persons present: Superintendent- Adam Steel, Assistant Superintendent- Christine**
344 **Landwehrle, SAU #39 Business Administrator- Michele Croteau**

345 **Description of matters discussed, and final decisions made: Approve the hiring of teacher,**
346 **Nicholas Drinkwater, Column A, Step 0, \$46,334 (prorated) for FY 20 (3/1/2020) to replace**
347 **Michael Facques, who is no longer employed by SAU #39. Accept retirement of Scott Ryan**
348 **and allow him to receive this full retirement payout to recognize his service, end of June**
349 **2020 instead of a reduction in workforce.**

350 **Motion to leave Non-Public Session and return to public session at 8:27PM by Mr. Chen.**
351 **Motion was seconded by Ms. Grund. The vote was unanimous, motion passed.**

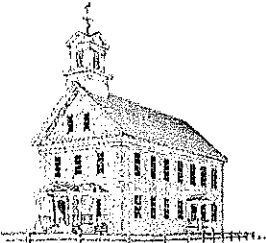
352 X. Public Session

353 **Public session reconvened at 8:27PM**

354

Consent Agenda Item #2

MEMO



School Administrative Unit 39
1 School Street
P.O. Box 849
Amherst, NH 03031
Phone: 603-673-2690
Fax: 603-672-1786

Date: 04/14/20
To: Adam Steel, Superintendent of Schools
From: Sarah Jardim-Lee, Accountant
Re: Unanticipated Revenue

Unanticipated revenue in the amount of \$650.00 has been received by the Souhegan Cooperative School District this month.

Requested Board Actions

1. Motion: To accept unanticipated revenue in the amount of \$500.00 from Warren and Ruth Clay. The donation is to help support the theater program. These funds shall be accepted into the SHS Student Activity Fund.
2. Motion: To accept unanticipated revenue in the amount of \$150.00 from Captain Josiah Crosby Dar. The donation is to help support Ethics Forum. These funds shall be accepted into the SHS Student Activity Fund.

SOUHEGAN HIGH SCHOOL
Student Activity Fund
Credit Voucher

7067

Date: 3/3/20

Club/Activity: Ethics Forum - Main Account

Contact Person: Chris Brooks
Megan [unclear]

Amount deposited to account: \$150.00

Fund Source: check

Notes: Add to main account

CAPT JOSIAH CROSBY DAR
P. O. BOX 434
AMHERST, NH 03031

54-153/114

1495

DATE 12/31/2019

PAY TO THE ORDER OF Souhegan Ethics Forum \$ 150.00
ONE HUNDRED FIFTY DOLLARS

Citizens Bank

MEMO DONATION

Susan Patterson

SOUHEGAN HIGH SCHOOL
Student Activity Fund
Credit Voucher

7081

Date: 1/31/2020

Club/Activity: Theatre

Contact Person: Jan Stok

Amount deposited to account: \$500.00

Fund Source: _____


Notes: \$500 - Donation, Warren Clay

WARREN N CLAY
RUTH M CLAY
PO BOX 454
MONT VERNON, NH 03057-0454

124
54-8960/2114

25 Jan 2020
Date

Pay to the Order of SHS Activity fund | \$ 500.00
Five hundred ⁰⁰/₁₀₀ Dollars

 Triangle Credit Union
A Better Way to Bank
www.trianglecu.org
Nashua, NH 03061

For Kessly Blvd [Signature]

LIBERTY

please add to the next SHS board agenda - thanks

JLCJ - CONCUSSIONS AND HEAD INJURIES

Category: Priority/Required By Law

Consent Agenda Item #3

The School Board recognizes that concussions and head injuries are commonly encountered injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District students, this policy will apply to all school sponsored activities.

The District will utilize recommended guidelines (for example the National Federation of High School Sports (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA)), procedures and other pertinent information to inform and educate students, school personnel and supervising adults, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play or participate in an activity after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians and students at the time of registration and prior to a student's initial practice or event.

For purposes of this policy, "head injury" means injuries to the scalp, skull, or brain caused by trauma, and shall include a concussion. All coaches, including volunteers, will complete concussion training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions. This policy applies to any school sponsored activities, or any activity during the school day, where a head injury occurs.

Athletic Director or Administrator in Charge of Athletic Duties

Updating: Each Spring, the athletic director or administrator in charge of athletic duties shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA. If there are any updated procedures, they will be adopted and used for the upcoming school year.

Coach Training: All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic.

Removal From Play/Activity and Protocol For Return To Play/Activity

Any coach, official, licensed athletic trainer, responsible adult, or health care provider who suspects that a student has sustained a concussion or head injury in a practice, game, or activity shall immediately remove the student from play or activity. A student who has been removed shall not return on the same day or until he/she is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider to return. The student shall also present written permission from a parent/guardian to return.

JLCJ - CONCUSSIONS AND HEAD INJURIES

The District may limit a student's participation as determined by the student's treating health care provider.

Concussion Awareness and Education

Administrative Responsibilities: The Superintendent or administrator will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

The District will include concussion awareness and education into physical education and/or health education curriculum.

Academic Issues in Concussed Students

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law.

Reporting

The Athletic Director (or Building Administrator) shall report to the school board in September of each year the number of head injuries and suspected or confirmed concussions that occurred in the prior school year in all extra-curricular activities (including Varsity, JV, Freshmen, Middle School teams, Elementary School teams, and school club athletics), broken down by sport or activity.

The School Nurse (or Building Administrator) shall report to the school board in September of each year the number of head injuries and suspected or confirmed concussions that occurred in the prior school year in all school day or school sponsored activities, academic or otherwise, broken down by activity.

Legal References

- RSA 200:49, Head Injury Policies for Student Sport*
- RSA 200:50, Removal of Student-Athlete*
- RSA 205:51, School Districts; Limitation of Liability*
- RSA 200:52, Definitions*

AMHERST, MONT VERNON and SOUHEGAN POLICY

JFABD - ADMISSION OF HOMELESS STUDENTS

Consent Agenda Item #4

Category: Priority/Required by Law

Related Policies: EEA, JFA, & JFAA

It is the Board's intent to remove barriers to the identification, enrollment and retention in schools of homeless children and youth. All staff shall take reasonable steps to ensure that homeless students and children are not segregated or stigmatized and that educational decisions are made in the best interests of those students.

A. Homeless Students.

Under the federal McKinney-Vento Homeless Assistance Act (“McKinney-Vento”), and guidance provided by the New Hampshire Department of Education (“NHDOE”), the term “homeless children and youths” means “individuals who lack a fixed, regular and adequate nighttime residence.” Under both section 752(2) of McKinney-Vento and the NHDOE guidance*, the term includes children and youth who are:

1. sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals;
5. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
7. are migratory children who qualify as homeless because they are living in circumstances described above.

Additionally, as used in this policy, the terms “unaccompanied youth,” “school of origin,” “enrollment,” and “attendance area school” shall have the same meanings as set forth in the McKinney-Vento Homeless Assistance Act (“McKinney-Vento”) and guidance provided by the New Hampshire Department of Education (“NHDOE”). For purposes of this policy and its accompanying regulation, “homeless students” shall refer to and include “homeless children and youth” and “unaccompanied youth.”

*Note: under RSA 193:12, IV, the definition of “homeless children and youth” also includes children “awaiting foster care placement”, see RSA 193:12, IV (a). That criterion, however, was removed from McKinney-Vento in 2015 as well as NHDOE guidance documents regarding McKinney-Vento. Under both McKinney-Vento, and NHDOE guidance, children who are awaiting foster care may fall within the definition of a homeless student if they meet other criteria as set forth above.

Each homeless student shall have access to and shall be provided education services for which the student is eligible comparable to services provided to other students in the school, including career and technical education programs, gifted education programs, and school nutrition programs. Transportation services for homeless students shall be provided in accordance with applicable law and as generally described below.

AMHERST, MONT VERNON and SOUHEGAN POLICY

JFABD - ADMISSION OF HOMELESS STUDENTS

B. Enrollment and School Stability.

Enrollment of a homeless student shall be immediate even if the homeless student lacks records routinely required prior to enrollment or has missed application or enrollment deadlines (academic, immunization, etc.). The District shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible, the District shall seek immunization through no- or low-cost health care providers. If an expense is incurred, the District shall seek reimbursement through Medicaid if possible.

If a homeless student becomes permanently housed during the school year, the student shall no longer be considered homeless and may only continue enrollment in the District for the remainder of that school year.

C. Homeless Liaison.

The Superintendent shall appoint a staff member to serve as the local liaison for homeless students and their families/guardians (the “Homeless Liaison” or the “District Homeless Liaison”). The District shall provide training and other technical assistance to Homeless Liaison and other appropriate District staff regarding the District’s obligations to homeless students. Duties of the District Homeless Liaison shall be as provided in state and federal law, as well as local policies and procedures. The duties shall include, among others: procedures for identification, enrollment, transportation, dispute resolution for homeless students, as well as direct assistance shall be made in accordance with the accompanying regulation and applicable law.

Among other things, the District Homeless Liaison shall:

- a) assist in requesting the student’s records;
- b) mediate and assist with disputes concerning school enrollment and homelessness determinations;
- c) assist in making transportation arrangements;
- d) ensure that homeless students receive the educational services for which they are eligible or entitled;
- e) coordinate with other Districts, entities, institutions and agencies to help assure that homeless children and youths are identified by school personnel;
- f) ensure that unaccompanied youth and/or parents of homeless students are informed of the educational and related opportunities available to homeless students;
- g) work to assure that parents/guardians of such students are provided with opportunities to participate in the education of their children (excepting instances when court or other protective orders indicate otherwise);
- h) ensure that unaccompanied youth and/or parents of homeless students are informed of all transportation services including transportation to the school of origin;
- i) assure that notice is publicly disseminated of the educational rights of homeless children and youths;
- j) coordinate with other Districts and with local social services agencies and other agencies or programs providing services to homeless students as needed;

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- k) assist any unaccompanied youth with enrollment, credit accrual, and career and college readiness decisions;
- l) work with the Superintendent or designee to monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies (e.g., DCYF, NHDOE, and the U.S. Department of Education).

D. Enrollment Determinations for Homeless Students.

Enrollment determinations shall be based upon the best interests of the homeless student, with the presumption that keeping the homeless student in the school of origin is in the homeless student's best interests, except when doing so is contrary to the request of the parent/guardian, or if applicable, unaccompanied youth.

E. Transportation of Homeless Students.

Under McKinney-Vento, homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the homeless student is located outside of District boundaries but a determination has been made that the student shall remain in the school of origin within the District, or, if a homeless student is located within this District, but a determination had been made that the student shall remain in the school of origin outside of the District, then the two Districts shall agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally.

F. Dispute Resolution.

For any decision in the enrollment process of a homeless student, including any determination whether a living situation meets the definition of homeless, if the decision is in conflict with the wishes of the homeless student's parent/guardian, or, if applicable, the unaccompanied youth, the District shall provide a written explanation, in a manner and form understandable to the student's parent, guardian or unaccompanied youth. District personnel receiving enrollment requests or information pertaining to homeless students should immediately refer those request to the District Homeless Liaison and Superintendent's office.

In the event of a dispute, the District shall immediately enroll the student in the school in which the parent/guardian or unaccompanied youth seeks to enroll, which enrollment shall continue pending resolution of the dispute. Additionally, while enrollment disputes are pending, students have the right to participate fully in school and receive all services for which they would be eligible, as the definition of enrollment includes "attending classes and participating fully in school activities."

1. Notification of Appeal Process.

If the District seeks to place a homeless child in a school other than the school of origin or the school requested by the parent, or the District has determined that the living situation does not qualify as homeless ("eligibility decision"), the District shall inform the parent or the unaccompanied youth of the right to appeal. The District shall provide the parent or unaccompanied youth with written notice including:

- a. A succinct explanation of the child's placement/eligibility decision and contact information for the District Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth;
- b. Notification of the parent's right to appeal(s);

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- c. Notification of the right to enroll in the school of choice pending resolution of the dispute;
- d. A description of the dispute resolution process including a petition/appeal form that can be returned to the school to initiate the process and timelines; and
- e. A summary of the McKinney-Vento Act.

While the Superintendent or Homeless Liaison may prepare and make available forms for the process, use of such forms is not required to initiate the appeal process.

2. Appeal to the District Homeless Liaison – Level I.

- a. If the parent or unaccompanied youth disagrees with the District’s placement decision, he/she/they may appeal by filing a written request for dispute resolution/appeal (“appeal”) with the school, the District Homeless Liaison, or Superintendent. The request for dispute resolution should be submitted within fifteen business days of receiving notification of the District’s placement.
- b. If the appeal/request for dispute resolution is submitted to the school or Superintendent, it will be immediately forwarded to the Homeless Liaison.
- c. The District Homeless Liaison must log the complaint including a brief description of the situation and reason for the dispute and the date and time of the appeal was filed. Upon receipt, the District Homeless Liaison will forward a copy of the appeal document to the Superintendent.
- d. Within five business days of the receiving the appeal, the Homeless Liaison must provide the parent or unaccompanied youth with a written decision and notification of the parent’s right to further appeal, with a copy to the Superintendent. At this time, the Homeless Liaison will also provide to the parent or unaccompanied youth an “appeals package” consisting of a copy of the written decision, a copy of the original appeal document, and copies of any additional materials provided to the Homeless Liaison by the parent or unaccompanied youth.

3. Appeal to the Superintendent – Level II.

The parent or unaccompanied youth may appeal the Level I decision to the Superintendent or the Superintendent’s designee, using the appeals package provided at Level I.

- a. The Superintendent/designee will arrange for a personal conference to be held with the parent or unaccompanied youth within five business days of receiving the Level I appeals package. (Upon the request of the parent or unaccompanied youth, this conference may be held telephonically).
- b. Within five business days of the conference with the parent or unaccompanied youth, the Superintendent/designee will provide that individual with a written decision with supporting evidence and notification of their right to appeal to NHDOE.

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- c. The Superintendent/designee shall provide a copy of the Superintendent's decision to the District's Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth.

G. Records.

The District shall maintain copies of all written decisions, appeals and notifications concerning eligibility or enrollment requests made under this policy for the same period as it does for Title I records.

Legal References:

20 U.S.C. 1232g (Family Educational Rights and Privacy Act – "FERPA")

20 U.S.C. 1701-1758 (Equal Educational Opportunities Act of 1974 – "EEOA")

20 U.S.C. 6313(c)(3) (reservation of Title I funding for homeless children and youths)

42 U.S.C. §11431 and §11432 (McKinney-Vento Homeless Assistance Act – Education for Homeless Children and Youth)

Plyler v. Doe, 457 U.S. 202 (1982)

RSA 193:12, Legal Residence Required

NH Code of Administrative Rules, Section Ed 306.04(a)(19), Homeless Students