

1 Souhegan Cooperative Board Meeting

2 Tuesday, June 2<sup>nd</sup>, 2020

3 Meeting Minutes- Approved 08 2020

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent, Assistant Superintendent-Christine  
6 Landwehrle, Michele Croteau- SAU #39 Business Administrator, Bill Hagen- Principal SHS,  
7 Kathy White- Dean of Faculty, Karen Chininis- Director of Guidance and Tim Cotreau-  
8 Guidance Counselor.

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

11 Board Minutes: Danae A. Marotta

12 Public: Delaney Facques- SHS Community Council Liaison and Georgia Craven- SHS Student/  
13 Community Council Moderator.

14 I. Call to Order

15 **Chair of the Souhegan Cooperative School Board, Mr. Pim Grondstra, called the meeting**  
16 **to order at 6:00PM.**

17 He added that Superintendent Steel sent some policies to the SAU Board and he noticed that a  
18 discrepancy between BDD- Board Superintendent Relationship and BBA- School Board Powers  
19 and Duties. He noted point #3 on BDA and BBA section "E" are misaligned. He then suggested  
20 that either one should go back to the Policy Committee so that they can be more consistent. He  
21 did not note a preference for which policy.

22 Mr. Grondstra noted that there were concerns with not enough information being shared. He  
23 assured the Board that they are acting in the most transparent way.

24 II. Opening Items

25 Committee Updates

26 Mr. Grondstra noted that the Athletic Committee met with Athletic Director, Mr. Dan  
27 Wyborney, and it was a great discussion.

28 Mr. Chen remarked that one of the things that is looming in the distance is the turf field  
29 replacement fund. They had noted that they will replace the turf field with no taxpayer dollars.  
30 Over the last few years, there has been a deficit of dollars that is not going in the account and it  
31 has to be addressed. In their discussion with Mr. Wyborney, he noted that he had a few  
32 recommendations. First, they should change their user fees and put that money in the (ACF)  
33 Amherst Community Foundation. He asked if that was in the budgeting process.

34 Mr. Steel added that they are going to have to put money away because they are going to have to  
35 replace the turf. He noted that he will let SAU #39 Business Administrator, Ms. Michele  
36 Croteau, know so that she can track that.

37 Mr. Chen asked about the Athletic User Fee.

38 Mr. Steel noted that he will look into that and report back in the fall.

39 Mr. Chen added that he would like to have it implemented for the Fall, if there is a fall sports  
40 season.

41 Mr. Steel asked if the fee is set by the Board or the Administration.

42 Mr. Coughlan replied that it has been brought to the Board in the past for approval. He added  
43 that it was some time ago. He would recommend that the administration make a  
44 recommendation.

45 Mr. Grondstra commented that it was brought up by administration and then approved by the  
46 Board.

47 **Mr. Chen motioned for Superintendent, Mr. Adam Steel to adjust the Athletic User Fee**  
48 **based on a need to support the Turf Field replacement after consultation with the Board**  
49 **Liaisons to the Athletic Committee. Mr. Coughlan seconded the motion, the vote was**  
50 **unanimous, motion passed. (7-0)**

51 **Mr. Grondstra called a roll call: Grondstra-Yes, Facey- Yes, Grund- Yes, Coughlan- Yes,**  
52 **Taylor- Yes, Torres- Yes and Chen- Yes.**

53 Ms. Facey commented that there is a Amherst Citizen coming out today with Senior pictures.  
54 There will be another with the edition coming out with the end of year celebrations. She added  
55 that she is happy to answer questions.

56 Ms. Delaney Facques, Community Council Liaison, added that they are keeping their Executive  
57 Board intact and Ms. Georgia Craven was elected Moderator for this year. The Executive Board  
58 is here all summer if there is anything that the Board needs.

59 Mr. Grondstra added that one of the things that they were discussing at the last meeting was to  
60 have more alignment with Community Council.

61 The Board thanked Mr. Chen, Ms. Facey and Ms. Facques.

62 III. Public Comment I of II

63 No Public Comment

64 IV. Superintendent's Report

65 Mr. Steel commended Ms. Maren Petropulos, Ms. Karen Chininis and Mr. Adam Theriault for  
66 putting on a wonderful scholarship event prior to the board meeting.

67 There are retirees that he would like to honor, Ms. Kathleen Desmond, Mr. Scotty Ryan, Mr.  
68 John Young and Ms. Martha Rives. He noted that Ms. Kathy White was one of the original staff

69 of SHS. She brings a thoughtful approach to everything she does. He thanked her and added that  
70 she will always have a place at Souhegan.

71 He also thanked Ms. Pam Smith for all of her work.

72 The Board thanked Superintendent Steel.

73 Mr. Grondstra also thanked the retirees for all of their time and dedication.

74 V. Consent Agenda

75 Ms. Taylor noted a change to #3. Minutes May 19<sup>th</sup>, 2020.

76 She requested that a line be added to after 232. *“The replacement of Dean of Students with  
77 Principal on Community Council was proposed by Superintendent Steel. This change should be  
78 discussed at their next meeting”.*

79 Add to line 297 *“disturbing articles about Zoom”.*

80 Add to line 298 *“ The SAU should consider researching Zoom to protect student privacy”.*

81 **Ms. Facey motioned to approve the Consent Agenda Items 1 . Draft Minutes April 13th,**  
82 **2020, 2. Draft Minutes May 11th, 2020, 3. Draft Minutes May 19th, 2020, as amended, 4.**  
83 **April 2020 Treasurer’s Report, 5. Unanticipated Revenue \$104, 6. Policy JFABD- From 04**  
84 **13 2020 SCSB meeting 7. Policies DAF and IJL/KEC- From 05 11 2020 SCSB meeting and**  
85 **8. NH DOE General Assurances. Ms. Grund seconded the motion. The vote was**  
86 **unanimous, motion passed. (7-0)**

87 **Mr. Grondstra called a roll call: Grondstra-Yes, Facey- Yes, Grund- Yes, Coughlan- Yes,**  
88 **Taylor- Yes, Torres- Yes and Chen- Yes.**

89 VI. Policy JLCJ- Concussions and Head Injuries

90 Mr. Grondstra remarked that they had reviewed this a couple of times, most recently at the May  
91 11<sup>th</sup>, 2020 SAU Meeting.

92 Mr. Torres asked if Policy JLCJ is an amendment of existing policies.

93 Mr. Coughlan replied that is JLCJ is new.

94 Mr. Chen suggested they have a brief summary for the policies.

95 Mr. Coughlan noted that he will add a summary to the agenda for the Board.

96 **Mr. Coughlan motioned to approve policy JLCJ- Concussions and Head Injuries. Ms.**  
97 **Facey seconded the motion. The vote was unanimous, motion passed. (7-0).**

98 **Mr. Grondstra called a roll call: Grondstra-Yes, Facey- Yes, Grund- Yes, Coughlan- Yes,**  
99 **Taylor- Yes, Torres- Yes and Chen- Yes.**

100 VII. Transcript Presentation

101 Superintendent Steel noted his appreciation for everyone that worked on the Class of 2024  
102 transcript.

103 Assistant Superintendent, Ms. Christine Landwehrle, added that Ms. Karen Chininis SHS  
104 Director of Guidance, Mr. Tim Cotreau Guidance Counselor, and SHS student Ms. Georgia  
105 Craven is also in attendance.

106 She explained the reasons for a revised transcript including, noting that assessment practices  
107 have changed, grading practices are now more consistent from class to class and the State  
108 requirement to record student progress in meeting district and graduation competencies.

109 Ms. Landwehrle reviewed their process for transcript development from March 2019 to June  
110 2020. She reviewed the colleges that provided feedback for their draft transcript.

111 Ms. Chininis summarized the feedback from the colleges.

112 Ms. Landwehrle displayed the transcript that they are presenting for the Board. She added that  
113 they broke out the scores by competency. The other piece is that this is a mockup. They are  
114 moving from MMS to PowerSchool. She then spoke about the Graduation Competencies.  
115 “Creativity” is not about being creative but being able to think critically. The question is to  
116 change the name to “Critical Thinking.”

117 She explained the difference in the weighted GPA and unweighted GPA.

118 Ms. Landwehrle commented that the EQ’s are deep essential questions.

119 She then discussed the GPA scale.

120 Ms. Landwehrle added that it is important to see the evolution of the transcript.

121 Mr. Cotreau commented on the monumentality of the task. He added that they were careful about  
122 making sure that they had a conversion table.

123 Ms. Chininis added that it is important that the transcript be authentic and reflect their values.

124 Ms. Craven remarked that she appreciates the holistic approach. She gave her support for the  
125 class of 2024 transcript.

126 Ms. Chininis added that next year their school profile will include a little bit of information about  
127 their remote learning experience.

128 Ms. Landwehrle mentioned that the school profile needs to be done in the summer before the  
129 senior year. It is a complete picture of that class and that experience. It is a challenge for them to  
130 present it at the same time as the transcript.

131 Ms. Chininis added that the information will be hard to predict.

132 Ms. Landwehrle remarked that now that they have rolling grades, it was a critical important  
133 piece, updated in the school profile this year. It is taken as a holistic picture that has to be  
134 intertwined.

135 Mr. Grondstra thanked Ms. Landwehrle, Ms. Chininis, Mr. Cotreau and Ms. Craven.

136 He inquired about the Senior EQ section.

137 Ms. Chininis replied that it is something that they need to decide in the next couple of weeks.

138 This was a draft of an ideal if it was possible. Also, students apply to college all the way through  
139 the spring. They send an updated transcript even if the student applies early.

140 Mr. Cotreau mentioned that there is a wide range of experience with admissions counselors and  
141 most were familiar with competency-based transcripts.

142 **Ms. Facey motioned to accept the Transcript for Class of 2024. Mr. Coughlan seconded the**  
143 **motion.**

144 Mr. Grondstra asked for Board discussion.

145 Ms. Taylor thanked Ms. Landwehrle and Ms. Chininis. She inquired how they are going to  
146 concisely summarize between the core score and the letter grade.

147 Ms. Landwehrle added that she would explain that they score against standards and use a  
148 competency-based system.

149 Ms. Chininis remarked that they have viewed many different school profiles and will be able to  
150 concisely and thoroughly explain.

151 Ms. Grund also thanked everyone for the transcript she does not want to see the word  
152 “Creativity” on the transcript.

153 Ms. Landwehrle remarked that she is confident that across the board people are interested in  
154 making that change. She added that Ms. Facey and Ms. Taylor were also on the committee.

155 Mr. Chen gave his support for the transcript. He questioned if the mean and standard deviation  
156 was ever asked for.

157 Ms. Chininis replied that on their school profile they have statistical data about the class where  
158 the GPA’s fall.

159 Ms. Taylor added that she is very comfortable with this transcript.

160 Ms. Grund inquired how ELO’s will be shown.

161 Ms. Chininis replied that this was a mockup and would be a course.

162 **Ms. Facey amended her original motion to approve the Class of 2024 transcript and change**  
163 **the word “creativity” to critical thinking”. Mr. Coughlan seconded the motion. The vote**  
164 **was unanimous , motion passed. (7-0)**

165 **Mr. Grondstra called a roll call: Grondstra-Yes, Facey- Yes, Grund- Yes, Coughlan- Yes,**  
166 **Taylor- Yes, Torres- Yes and Chen- Yes.**

167 VIII. UFB Update

168 Superintendent Steel noted that the next three items are really one topic. He explained that they  
169 cannot complete the science lab renovations with the funds that they have and suggested that

170 they focus on the Building Management System of the HVAC controls and upgrading them with  
171 their year end funds.

172 First, they need to be mindful that school may look very different over the next months and  
173 years. The use of the building over the summer might change and the ability to regulate their  
174 temperature, well and consistently, might prove to be very important. Although he feels strongly  
175 about the science labs, are the largest curriculum need that they have, fixing the BMS will  
176 impact everyone in a very positive way. He then gave examples of the unpredictable HVAC  
177 system. He added that the Board may want to have a discussion to use the capital reserve funds  
178 for the Science Labs.

179 Ms. Croteau reminded the Board that the UFB is fluid number and not completed until the year is  
180 completed. They are still in the same ballpark from the last meeting.

181 Mr. Grondstra asked if it is still in the range of \$291k.

182 Ms. Croteau replied that yes, it is in that range. She clarified that the \$291k are the savings on the  
183 expenditure side, they cannot use funds from the revenue side.

184 Mr. Torres inquired about what is changing now.

185 Mr. Grondstra added that last year there was a huge difference and they are more mindful of the  
186 UFB.

187 Mr. Chen remarked that discussing the UFB is something that they have to do, and it should be a  
188 planned event. He remembered that at the last SCSB meeting that the Science Teachers noted  
189 that safety was an issue. He then suggested that they make the class sizes smaller.

190 Mr. Steel replied that lowering the class sizes means more sections and more teachers. He shared  
191 his screen displaying the MS26, in the third column "Building Acquisition/Construction" there is  
192 no appropriation even for \$1, or "Other Facilities Acquisition and Construction". They should  
193 budget for the science lab upgrades and it is something else to consider.

194 Principal Hagen mentioned that they do try to keep the numbers down in the labs. Some of the  
195 courses that they are discussing are courses that they need to graduate.

196 Mr. Chen commented that they should make the classes in the other rooms.

197 Ms. Facey remarked that she is pleased that they are talking about this and agreed that the HVAC  
198 affects everyone, she would like to see that move forward this evening.

199 Mr. Coughlan asked about the list of projects that Superintendent Steel is proposing.

200 Mr. Steel replied, the Building Management System.

201 Ms. Croteau added that the total of the three components would be approx. \$220k.

202 Mr. Coughlan commented that in the years past they had an informal tradition of reviewing the  
203 UFB and spend roughly 50% on projects and return 50%. It was well received by the  
204 community. That is a thought. December is where it would be reflected in the tax bill.

205 Third, over the years, the needs of the school show up in the first version of the budget and then  
206 get suppressed. When they do spend the UFB it was on projects that they had known about. He  
207 requested that administration let the Board know the projects, also do not be shocked when they  
208 see a budget that is large because there are projects that are accumulating. They should not have  
209 to learn about it on social media.

210 Mr. Chen questioned if one of the other projects might fit in as well.

211 Ms. Croteau added that the estimate for the camera is about \$5,800.

212 Mr. Steel remarked that a lot of these numbers are budget numbers and those numbers seem  
213 rather high. He suggested that they have an “up to” from the board with a prioritized list of  
214 projects.

215 Mr. Chen asked if Ms. Croteau would be comfortable with \$250k or \$275k.

216 Ms. Croteau replied that approving up to \$220k would be sufficient and the order of priority.

217 **Mr. Chen motioned to spend up to \$275k from this year’s UFB at the discretion of the**  
218 **Superintendent. Ms. Facey seconded the motion.**

219 Mr. Grondstra asked for board discussion.

220 He added that they should give money back to the taxpayer and unfortunately, the BMS project  
221 is not going to fit in that 50% of that \$291k amount. They really need to go after the higher value  
222 items, and he is not comfortable going up to \$275k.

223 Ms. Taylor asked about the Maintenance Fund and it is possible to add money to it.

224 Mr. Steel replied no, only by the voters in March.

225 Ms. Grund mentioned that she would like the Board to set the priorities, 1. BMS, 2. Security  
226 upgrades, and 3. Locker Room upgrades.

227 Mr. Steel agreed with Ms. Grund.

228 Mr. Grondstra added that he is not 100% comfortable with spending all of the money. Getting  
229 the BMS system is important and he would like to send back \$70-80k. A warrant article might  
230 get voted down and they need to be cognizant of the economy.

231 Mr. Chen added that he appreciates what Mr. Grondstra is saying and last year they returned a  
232 large amount. The amount was \$850k and they chose to spend none.

233 Mr. Grondstra remarked that last year was an anomaly, if they had known then some projects  
234 might have gotten completed.

235 Ms. Taylor inquired if the District is receiving revenue from other sources such as the Food  
236 Service Program.

237 Ms. Croteau replied that the numbers that she is providing are on the Operating Budget. The  
238 Food Service Program is a separate fund. The Operating Budget is responsible for ensuring that  
239 the Food Service program does not finish the year in a deficit.

240 Ms. Taylor clarified that she meant the CARES Act.

241 Ms. Croteau replied that they are anticipating two grants, one for Remote Learning ESY and then  
242 the other is a percentage of the Title I funding that they have not received yet.

243 Mr. Coughlan remarked that the tax impact would be \$45 dollars, for the average Amherst home.

244 Mr. Grondstra added that for \$45 a year they can do lots of good stuff to the school. He reversed  
245 his previous comments.

246 **Mr. Chen motioned to spend up to \$275k from this year's UFB at the discretion of the**  
247 **Superintendent, targeting the BMS, Security Items and Locker Rooms. Ms. Facey**  
248 **seconded the motion. The vote was unanimous, motion passed.**

249 **Mr. Grondstra called a roll call: Grondstra-Yes, Facey- Yes, Grund- Yes, Coughlan- Yes,**  
250 **Taylor- Yes, Torres- Yes and Chen- Yes.**

251 IX. Public Comment

252 No Public Comment

253 X. Nominations

254 Superintendent Steel noted that he has one nomination for the Assistant to the Dean of Students  
255 position, for one year, and has asked Mr. Bill Hagen. Mr. Hagen has agreed in serving that role.  
256 Mr. Mike Berry and Mr. Hagen have known each other for several years and Mr. Berry has also  
257 made that request to him.

258 It is important because they have had a number of reasons. First, several changes on the  
259 administrative side and second, they have had conversations as a Board and a community about  
260 the number of administrative positions they have at Souhegan. It is also important to have  
261 consistency. The salary would be in the amount of \$75k which is what the previous person had in  
262 that role.

263 He then placed Mr. Bill Hagen into nomination for the position of Assistant to the Dean of  
264 Students for a one-year period with the salary amount of \$75k.

265 He clarified that only he can make the nominations to the Board and the Board can either elect or  
266 vote it down. He added that if the Board has questions then they should go into non-public  
267 session.

268 Ms. Taylor noted that it would be consistent with other discussions and suggested that they go  
269 into non-public session.

270 Ms. Facey questioned the job description.

271 Mr. Steel clarified that the position is Assistant to the Dean of Students. This position does not  
272 require a certification and thus does not need Board approval. He thought that he would bring  
273 this for Board approval out of respect and courtesy.

274 Mr. Chen inquired about the number of hours that Mr. Hagen was working.



275 Mr. Hagen replied under the retirement rules it is just under 30 hours a week.

276 XI. Non-public Session 91-A:3 II

277 **Ms. Taylor motioned to enter into Non-Public Session RSA 91 A:3 II (b) and (c) at 8:32PM.**

278 **Ms. Facey seconded the motion. The vote was unanimous, motion passed.**

279 **Mr. Grondstra called a roll call: Grondstra-Yes, Facey- Yes, Grund- Yes, Coughlan- Yes,**  
 280 **Taylor- Yes, Torres- Yes and Chen- Yes.**

281 Other persons present during nonpublic session: Adam Steel- Superintendent, Christine  
 282 Landwehrle- Assistant Superintendent.

283 XII. Public Session

284 **Ms. Taylor motioned to resume public session at 8:53 PM. Ms. Facey seconded the motion.**

285 **The vote was unanimous, motion passed.**

286 **Mr. Grondstra called a roll call: Grondstra-Yes, Facey- Yes, Grund- Yes, Coughlan- Yes,**  
 287 **Taylor- Yes, Torres- Yes and Chen- Yes.**

288 **Mr. Chen motioned to seal the minutes. Mr. Coughlan seconded the motion. The vote was**  
 289 **unanimous, motion passed. Because it is determined that divulgence of this information**  
 290 **likely would affect adversely the reputation of any person other than a member of this**  
 291 **board.**

292 **Mr. Grondstra called a roll call: Grondstra-Yes, Facey- Yes, Grund- Yes, Coughlan- Yes,**  
 293 **Taylor- Yes, Torres- Yes and Chen- Yes.**

294 **Ms. Facey motioned to accept Superintendent Steel's nomination of Mr. Bill Hagan as**  
 295 **Assistant to the Dean of Students for the FY'2021 school year with a salary of \$75,000. Mr.**  
 296 **Coughlan seconded the motion. (6-1) motion passed. Grondstra – Yes, Chen – Yes,**  
 297 **Coughlan – Yes, Facey – Yes, Grund – Yes, Taylor – No and Torres - Yes**

298 Mr. Chen requested an update on Dual Enrollment when there is a discussion on MBE and  
 299 Strategic Vision.

300 Ms. Landwehrle stated that she has shared all competencies and standards with SNHU, early on  
 301 in their remote learning, to review alignment.

302 Ms. Taylor questioned if they are sharing the syllabus of their classes

303 Ms. Landwehrle replied that she has not shared these with SNHU.

304 XIII. Meeting Adjourned

305 **Mr. Coughlan motioned to adjourn the meeting at 9:00pm. Ms. Facey seconded the motion.**  
 306 **The vote was unanimous, motion passed.**

307 **Mr. Grondstra called a roll call: Grondstra-Yes, Facey- Yes, Grund- Yes, Coughlan- Yes,**  
308 **Taylor- Yes, Torres- Yes and Chen- Yes.**

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# SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts

ADAM A. STEEL

*Superintendent of Schools*

CHRISTINE M. LANDWEHRLE

*Assistant Superintendent*

MARGARET A. BEAUCHAMP

*Director of Student Services*

MICHELE M. CROTEAU

*Business Administrator*



To: Adam Steel, Superintendent of Schools

From: Christine Landwehrle, Assistant Superintendent

RE: NHDOE General Assurances

May 26, 2020

## **Executive Summary**

Each year, the New Hampshire Department of Education (NHDOE) develops "*General Assurances, Requirements and Definitions for Participation in Federal Programs*" document that must be signed by all agencies and organizations that receive federal funds through the NHDOE. Federally funded programs, which flow money through the NHDOE, require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore, considered "general assurances."

The NHDOE requests an annual submission of the *General Assurances* from all School Districts and School Administrative Units. Both the Superintendent and the local School Board Chairperson are required to complete the certifications at the end of the *General Assurance* document and initial each page. No payment for project/grant awards will be made by the NHDOE without a fully executed copy of the *General Assurances, Requirements and Definitions for Participation in Federal Programs* on file.

## **Participation in Federal Programs for FY21**

The Souhegan Cooperative School District will be participating in Federal Programs including the Every Student Succeeds Act (Title I, Title II, and Title IV) and the Individuals with Disabilities Education Act and will be receiving federal funds from the NHDOE through these programs. School Board members should review the terms and conditions of the [\*General Assurances, Requirements and Definitions for Participation in Federal Programs\*](#) in order to authorize the School Board Chairperson to sign the General Assurances on behalf of the School Board. The School Board should also understand their obligations (*including those enumerated in RSA 189:1-a*) pursuant to the School Board's oversight of federal funds.

## **Requested Board Action**

1. Motion to authorize the School Board Chairperson to sign the General Assurances on behalf of the School Board with the understanding of the School Board's obligations, including those enumerated in RSA 189:1-a, and pursuant to the School Board's oversight of federal funds.