

# 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, March 2<sup>nd</sup>, 2020 – 5:00 PM

Brick School  
1 School Street  
Amherst, NH 03031

Agenda Item	Time	Desired Action	Backup Materials
Call to Order	5:00 PM	Chair of the Souhegan Cooperative School Board, Mr. Jim Manning, to call the meeting to order.	None
Superintendent's Report	5:00 PM	Mr. Adam Steel to present his Superintendent's Report	None
Public Comment I of II	5:10 PM		None
Committee Updates	5:15 PM	Board Members to give updates on their individual committees.	None
Community Council Update	5:20 PM	Board to receive update on Community Council.	None
Consent Agenda- Approval	5:25 PM	<ol style="list-style-type: none"> <li>Draft Minutes 12 17 2019</li> <li>Draft Minutes 01 06 2020</li> <li>Draft Minutes 01 27 2020</li> <li>Draft Minutes 02 03 2020-Before DS</li> <li>Unanticipated Revenue \$2,250</li> <li>Policy JIH- Student Searches and Their Property- From Dec 2019 Meeting</li> </ol>	12 17 2019 Draft Minutes 01 06 2020 Draft Minutes 01 27 2020 Draft Minutes 02 03 2020 Draft Minutes Memo Policy JIH
First Reading Policies- KFA and JIC	5:30 PM	Board to review Policies KFA- Public Conduct on School Property and JIC- Student Conduct	Policy KFA Policy JIC
Strategy	5:35 PM	Board to receive a status update on: <ol style="list-style-type: none"> <li>Actions taken to rectify the grading situation</li> <li>Status update on Empower</li> <li>Discussion on Strategic Vision</li> </ol>	None
Public Comment II of II	5:50 PM		

Non- Public Session

5:55 PM RSA 91 A:3 II ()

Meeting Adjourned

6:00 PM

1 **Consent Agenda Item #1** Souhegan Cooperative Board Meeting

2 Tuesday, December 17<sup>th</sup>, 2019

3 Meeting Minutes- Not Approved

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant  
6 Superintendent, Bill Hagen- Principal SHS, Michele Croteau- SAU #39 Business Administrator,  
7 Karen Chininis- Director of Guidance, Bruce Chakrin- Director of Technology, Jenny Deenik-  
8 SHS Teacher, Jess Tremblay- SHS Teacher, Travis Nason- SHS Teacher, and Tony Doucet-  
9 SHS Teacher.

10 Souhegan Cooperative School Board: Jim Manning- Chair, Pim Grondstra- Vice Chair, Laura  
11 Taylor- Secretary, Amy Facey and Steve Coughlan (via phone).

12 Public: Jim Fichera, Hickory Dr. Amherst NH, Delaney Facques- SHS Community Council  
13 Liaison, Patrick O'Mara, SHS Alum, Milford NH, Georgia Craven, SHS Student, Andy  
14 Krawiecki- SHS PTA President, Andrew Warton, Amherst NH, Autumn Fichera, SHS Student,  
15 Courtney Vore, Esq., Amherst NH, Simone Dodge, SHS Student, Stephanie Grund, Amherst  
16 NH, Katie Dodge, Amherst NH, Bill Taylor, Amherst NH,

17 I. Call to Order

18 **Chair of the SCSB, Mr. Jim Manning, called the meeting to order at 6:00PM.**

19 II. Superintendent's Report

20 Superintendent, Mr. Adam Steel, remarked that tonight they will be discussing their  
21 philosophical belief around the grading system. He then added that they are on the right path. In  
22 particular, implementation should be done with the community and there are a couple of things  
23 that he is recommending for Board consideration.

24 First, the transcript is the most important document used when students transition. They have not  
25 come to a consensus within the community. He then noted that it is his recommendation that they  
26 hold off on changing the transcript until they can come to a consensus. He then referenced the  
27 memo.

28 Second, with the grading practices, students should not be confused about where they stand in  
29 their courses.

30 He then added that he has copies for the public.

31 Mr. Manning then read the two motions from the email sent from Superintendent Steel.

32 1. Motion: To approve a transitional transcript for the class of 2024 and beyond that includes  
33 both a competency-based and a traditional grade for each course and to commit to transitioning  
34 to a strictly competency-based transcript over time as colleges become more familiar with  
35 competency-based grading practices; and,

36 2. Motion: To direct the superintendent to finalize the transitional transcript for the class of 2024  
37 and beyond by seeking input from community council, the SAU-wide assessment, grading, and  
38 reporting committee, the Souhegan faculty and administration, and from the Souhegan  
39 Cooperative School Board no later than June 1, 2020.

40 Ms. Taylor added that she had two motions but will wait to hear the presentation.

### 41 III. Principal's Report

42 Principal of SHS, Mr. Bill Hagen, added that his presentation was more centered around the  
43 Competency Based Grading and Reporting Presentation later on.

44 Mr. Manning asked if the Board had any questions.

### 45 IV. Public Comment I of II

46 Mr. Jim Fichera, Hickory Dr. Amherst, NH, added that they have been told that the transcripts do  
47 not translate.

48 Mr. Steel replied that it might be helpful if they did their presentation first and it might answer  
49 some questions.

50 Mr. Manning asked for other public comments not related to Transcripts or CBE (Competency  
51 Based Learning).

52 There were no other questions or comments and the Board thanked Mr. Fichera.

### 53 V. Committee Updates

54 Ms. Facey remarked that they have not been able to meet for the Principal's Search Committee.  
55 The Chair has not been able to attend.

56 Mr. Steel added that the job is still posted, applications are being received and work is still in  
57 process.

### 58 VI. Community Council Update

59 Ms. Delaney Facques, Community Council Liaison, discussed that they passed a proposal about  
60 a student of the month. She then noted that they are working on a proposal that clarifies weighted  
61 GPA. She then asked when they will be getting their 5<sup>th</sup> community member.

62 Mr. Manning suggested that they advertise again for the 5<sup>th</sup> community member from Mont  
63 Vernon.

64 Ms. Facey added that they do have a PPC agreement to present to the Board in non-public  
65 session tonight.

66 Mr. Manning asked where are they going on the weighted GPA and are they going to have a  
67 formal vote.

68 Ms. Facques replied, yes, it will be two meetings of discussion and then they will have to vote on  
69 it.

70 Ms. Taylor added that Superintendent Steel came to discuss the later start time and  
71 recommended time of 8:45 AM.

72 Superintendent Steel replied that there was a question about who makes the decision and it is the  
73 SAU Board. It is possible to do something different, however, there would be implications.

74 Mr. Manning then asked for questions.

75 Ms. Facey asked for the school start time committee and looking at late courses if students are  
76 dismissed early. She then asked where they are with that committee.

77 Mr. Steel replied that there are several steps left to do. He has received phone calls from parents  
78 that wanted it to start this coming year.

79 Mr. Manning asked where is Community Council at in the process.

80 Ms. Facques added that they are trying to stay away from recommendations and they do not have  
81 anything set in stone yet.

82 Mr. Manning added that he may attend the next CC meeting.

83 Mr. Coughlan added that PPC Committee they have a tentative agreement to discuss and vote on  
84 in non-public session.

85 Mr. Manning added that he will hold off on questions.

86 VII. Consent Agenda

87 **Mr. Pim Grondstra motioned to approve the Consent Agenda items 1. 11 18 19 Draft**  
88 **Minutes, 2. NWEA Fall Update, 3. Policy BEDG from 11 18 19 Meeting, and 4. Audit**  
89 **Presentation. Mr. George Torres seconded the motion. The vote was unanimous, motion**  
90 **passed. (6-0)**

91 **Mr. Manning called a Roll Call: Manning- Yes, Torres-Yes, Taylor- Yes, Facey-Yes,**  
92 **Grondstra- Yes and Coughlan- Yes.**

93 VIII. Grading and Reporting Update-Dec 2019

94 Ms. Landwehrle explained the SAU-wide strategic plan -Common reporting system Competency  
95 based assessment model, NH Minimum Standards for School Approval- Performance  
96 Assessment Recording student progress in meeting competencies, College and Career Ready  
97 Standards -Require application of learning Assessing deeper learning, Home – School  
98 Connection -Greater partnership between teacher, student and parent to support growth, and  
99 Need for consistency in grading practices -Equity within and across grade levels and content  
100 areas Separating academics from work habits.

101 All Grade 9 and 10 team teachers scored on 1-4 scale against standards, had rolling grades,  
102 allowed for reassessment, utilized Empower for gradebooks. All progress reports and report  
103 cards were the same as what had been used in prior years. Grade 11 and 12 teachers worked on  
104 finalizing competencies and learning targets.

105 Teachers of courses with students in grades 9, 10, and 11 are:

- 106 • Scoring on a 1-4 scale against standards
- 107 • Using Empower for their gradebooks
- 108 • Using rolling grades
- 109 • Ensuring reassessment is available

110

111 Teachers of grade 12 students:

112

- 113 • Have the option of using Empower
- 114 • If they are using Empower as their gradebook, students are scored on a 1-4 scale against
- 115 standards, grades are rolling, and reassessment is available.

116

117 Grade 9 students aren't experiencing anything different than what they experienced last year at  
118 AMS. Grade 10 and 11 students are experiencing the same grading and reporting practices they  
119 had last year with their team teachers. Grade 12 students are experiencing some new grading  
120 practices such as rolling grades and reassessment, but report cards and progress reports are the  
121 same as prior years.

122

123 She then asked teachers to speak about how their instruction has changed and their experience.

124 Principal Hagen added that he would like the Board to understand the good work around  
125 Competency Based Learning.

126 Ms. Jenny Deenik, SHS Teacher discussed that she has been at SHS since 96'. She then  
127 explained that they are operating in a more transparent matter. Her job is keeping them focused,  
128 that they have clarity, and second they know that they will know when they are ready to take the  
129 assessment. It is not time that is the constraint, it is the mastery. They are not spending time on  
130 working on something that is continually moving there are clear objectives on the rubrics.

131 Ms. Jess Tremblay, SHS Teacher remarked that they can really look at each standard  
132 individually and they can be specific. It allows for more thoughtful questions from students.

133 Mr. Matt McDonald, SHS Teacher, gave an example using *The Great Gatsby* and *Of Mice and*  
134 *Men*. He explained that he has had great data on each student. He is then able to personalize their  
135 learning. Second, students weren't asking about their grade and he has had pretty good success

136 Mr. Travis Nason and Mr. Tony Doucet, both SHS 9<sup>th</sup> Grade English Teachers, discussed that  
137 they are working most recently on argumentative writing. Since they have moved to standards  
138 based grading, it has become a more equitable learning experience.

139 Mr. Doucet added that it became how to write a good thesis statement. He then explained that it  
140 is providing more data for students and more data for him.

141 Ms. Tremblay mentioned that she has seen change and change means loss. She is witnessing that  
142 within this community. She hopes that people move to a place of acceptance. In the past she was  
143 using the I39 platform and is looking forward to have it available for all students. She has to take  
144 it upon herself and that has been hard for her. It will make a big difference.

145 Ms. Deenik remarked that she needs to understand the how and the why. Because she did figure  
146 it out she feels comfortable, in its (CBE) defense. She can navigate the bumps better and the  
147 direction of the school is the right thing to do. It is about equity for children and they are moving  
148 that way. They are moving towards mastery and it requires commitment. The old way was one  
149 dimensional, this has a lot more dimensions and they need to think about the parents as well.  
150 That is her challenge.

151 Superintendent Steel remarked that they are clearly on board and asked them what percentage  
152 feels that they are on board.

153 Ms. Deenik replied, that it is a two-part question, however she is thinking approximately 99%.

154 Mr. Steel asked the teachers how are they doing with implementation.

155 Mr. Doucet added that it depends where you are. They are now in year 3 of doing this. As they  
156 go to the 11<sup>th</sup> grade teachers, they are not there entirely there either and it is a comfort level.

157 Mr. Steel remarked that they can be confused with being altruistic. He then asked the teachers if  
158 they have evidence that this is better outcome for students.

159 Mr. McDonald replied that he thinks so. As they have raised the bar, the students are rising as  
160 well.

161 Mr. Doucet commented that the students are thinking forward and how to improve. They want  
162 them to be reflective learners and this way of thinking fosters that.

163 Ms. Deenik mentioned that the performance assessments students are able to see more qualified  
164 thinkers. To elevate that learning with a Performance Assessment and they need to do that in  
165 real-time.

166 Ms. Facey remarked that it sounds like there is more preplanning work. She then asked how  
167 much more time is it taking.

168 Ms. Deenik replied that she in not planning alone.

169 Ms. Tremblay added that yes, it does take more time and they can use the existing structures.

170 Mr. Grondstra commented on the 4-point scale.

171 Ms. Tremblay added that she has been using a 4-point scale since 1998.

172 Ms. Deenik emphasized that she wants to make sure that her grading is transparent and what it  
173 translates to. That is what is more important to her.

174 Mr. Manning noted that this is not a public hearing and asked for other questions from the Board.

175 Mr. Torres asked about the overall transition and morale from a teaching and student standpoint.

176 Ms. Tremblay added that it does take a lot of effort and exhaustion plays a part in the morale and  
177 it is lower than what she would like to see. It is a lot of work and really challenging.

178 Mr. Torres asked if it just getting to the process or the norm.

179 Ms. Tremblay replied that part of what is challenging is that it is a thoughtful roll out ore roll up.  
180 It is a part of the transition. Hitting the ground running with both feet is exhausting.

181 Ms. Taylor asked what college is her class affiliated with.

182 Ms. Tremblay replied NCC.

183 Ms. Facey noted that a concern that she has is the grades that students are receiving are an  
184 accurate reflection of the work that they have done and it sounds like for the teachers here, that is  
185 accurate. She then asked what the other teachers might think.

186 Mr. Doucet explained that there is no fluff in there.

187 Ms. Deenik added that when the students get their work back they have to do a reflection and  
188 there is no gray area. They then can craft their own action plan and that never happened 5 years  
189 ago. She does not have students asking her what is their grade, they just look in their folder.

190 Ms. Facey asked how do they deal with the Depth of Knowledge Assessments.

191 Mr. McDonald gave an example of the 9<sup>th</sup> grade scores and it was accurate to what he thought it  
192 would be.

193 Mr. Grondstra commented that CBE is where they need to go and it is about implementation. He  
194 has been part of implementations on both sides of the spectrum and it would be interesting to  
195 hear other voices that were not well versed with the system.

196 Principal Hagen replied that he could have asked a number of teachers from the 9<sup>th</sup> grade and  
197 their intent is to bring to the Board what is going on in CBE. It is a learning curve and they are  
198 working on that. They had a staff meeting and the first two themes were about “do not throw the  
199 baby out with the bathwater”. Meaning, let’s not confuse the issues that they have with Empower  
200 with CBE.

201 Mr. Grondstra added that it sounds like Empower and CBE are two separate things.

202 Superintendent Steel explained that he has asked around the SAU and what he is hearing is that  
203 their shift to CBE is what is best for kids but Empower is tough to work with. He added that if  
204 the right thing is to make a shift to something better then they will do that. It does get easier with  
205 time. They are being thoughtful and pragmatic.

206 Mr. Doucet added that with implementation, there has been years’ worth of training that has been  
207 offered to teachers.

208 Ms. Deenik added that it has made her more authentic with her activities. It has her think and  
209 asking her questions that MMS never did. She then gave her support for Empower. It is not  
210 averaging.

211 Mr. Manning asked about the implementation and asked if it was a lack of training.

212 Principal Hagen replied that he has looked at the design and how it was implemented and the  
213 amount of work has been phenomenal. She then added that Assistant Superintendent Landwehrle  
214 has done exhaustive work with individuals.



215 Mr. Steel added that Empower has been a source of significant issue and he needs more  
216 information.

217 Ms. Landwehrle replied that they are still getting the pilot pricing and it is a per student fee. They  
218 have looked at other software and it is fully customizable, they keep changing and she has a  
219 phone call with the lead tech person. She does recognize that that there have been challenges and  
220 wants to be successful.

221 Mr. Torres asked what other districts are using this.

222 Ms. Landwehrle added that she has had conferences and conversations and it is a long start up.  
223 The software has been around for a while but not much in this area that are using it.

224 Mr. Patrick O'Mara, Milford NH, commented that he is an SHS alum. He added that he is still  
225 very involved with the school. He added that the CBE is taking away from the weighted GPA.

226 Ms. Landwehrle added that they do not have a weighted GPA at SHS.

227 Mr. O'Mara asked how does that change for students applying to college.

228 Ms. Landwehrle replied that was for proposals for 2023.

229 Ms. Georgia Craven, SHS Student, remarked that she is very involved and if they were trying to  
230 look for opinions they should have brought in students. There is great disorganization. The Board  
231 should see how the students are reacting to the new grading system. There is great confusion of  
232 scores and the students are not happy with the grading system. It is affecting their stress level and  
233 mental health is already an issue. She added that the Board should hear that honest truth.

234 Mr. Andy Krawiecki, added that he is the President of the SHS PTA and has empirical evidence  
235 that the teaching system works. He then noted that he wants to give three perspectives, first, is  
236 his own. Second, is of a freshman right now. He added that this person was very astute and  
237 professional. This freshman, had remarked that the transcript is not becoming to a college  
238 recruiter. Third, is of a college recruiter from the Univ. of. Pittsburg.

239 SHS is the best school that he could ever recommend but it is a transition point has to have a  
240 finite ending. He is concerned that after they teach his children will on to college and they will  
241 be looking at the transcripts.

242 He then added that he is hoping that the grades will be translated to what colleges will accept. He  
243 added that he understands that is their goal but this is what colleges will look for.

244 Mr. Andrew Warton, remarked that MBE is a good thing. He then added that his son is getting  
245 ready to look at colleges and the abstract dimensional.

246 Ms. Autumn Fichera, SHS Student, added that she wishes that every teacher was like Ms. Deenik  
247 and explained that there are inconsistencies with grading. She added that many students agree  
248 with her and have told her that they do not think that it is right and they are so much more  
249 stressed than.

250 Another student then mentioned that they have been begging for context and where does that  
251 leave the 2 out of 2. She then asked what does it translate to.

252 Mr. Steel added that this is a key thing for the community. That is part of the transition and that  
253 they have heard from the community.

254 Ms. Landwehrle then explained the SHS Course Score Consistent Conversion Scale 2019-2020-  
255 Converting Course Scores to Letter Grades with Plus and Minus.

256 A student then asked what happens when that student gets a 2 out of a 2.

257 Ms. Landwehrle replied that it only in the beginning and are not held back from reaching the 3  
258 and 4. It is meeting that goal level.

259 Mr. Manning used the analogy of martial arts. He added that you get a final grade and all of the  
260 things that you are going through are in-between. It is a progression.

261 Ms. Courtney Vore, Amherst NH, commented on how the students are interpreting their scores.

262 Mr. Manning noted that he is glad they are getting this feedback. He added that they have been  
263 discussing this many years ago. The implementation has not gone well and the execution has  
264 been flawed.

265 Ms. Vore added that she has contacted colleges and they do not understand the transcript. They  
266 have too many applications to go through.

267 Mr. Manning added that he has called over 30 colleges and there are some basic questions that  
268 they are asking.

269 Ms. Chininis added that they have gotten feedback from college admissions reps and have gone  
270 through that process.

271 A student asked when will the 9<sup>th</sup> grade see it and they have a short time frame some students  
272 might not be able to recover; they cannot be the guinea pig.

273 Ms. Simone Dodge, SHS Student, added that there are some benefits in the schools with the  
274 teachers and she is happy to hear that there are some consistencies. She is wondering how it will  
275 affect AP's and how do they stay on the AP track. Additionally, one of the motions was getting  
276 input from CC, and she is concerned with the wording. She wished that there were students here  
277 tonight and it would have been nice to see. Last, she is wondering what it will look like moving  
278 forward.

279 Ms. Stephanie Grund, Amherst NH, added that there needs to be more communication and reach  
280 out. She then asked about the work study practices that are broken out. She then asked how do  
281 they score these. She added that it matters because it is on the transcript.

282 Ms. Landwehrle replied that the rubrics are on the website.

283 Ms. Grund asked how do they account for students that are more introverted.

284 Ms. Katie Dodge, Amherst NH, commented that SHS is amazing. She then added that the 1-4  
285 scale is too broad to tell you what you are and getting. She added that college admissions have  
286 on average 30 seconds to look at the transcripts. They don't have the time for that. She then  
287 encouraged them to use the AMS model.

288 Mr. Manning added that when he called the 30 schools he did not tell them he was a school  
289 board member.

290 Mr. Bill Taylor, Amherst NH, commented that SHS is a great school and he appreciates  
291 Superintendent Steel's comments. He added his concern that some schools asked about self-  
292 reporting. It is something to consider and he appreciates a second set of scores.

293 Mr. Manning asked for Board comments.

294 Ms. Facey noted that they did hear a lot tonight and there is consensus that it is confusing for the  
295 public. They need to have their Superintendent and Principal address that.

296 Mr. Grondstra commented in regards to interim marking. If a student comes home with a 2 out of  
297 2 that is an "A", if not, then there is a problem.

298 Mr. Manning added that Superintendent Steel and Ms. Taylor both have motions. He suggested  
299 that they discuss and come to a consensus.

300 Superintendent Steel discussed his motion: **To approve a transitional transcript for the class**  
301 **of 2024 and beyond that includes both a competency-based and a traditional grade for each**  
302 **course and to commit to transitioning to a strictly competency-based transcript over time**  
303 **as colleges become more familiar with competency-based grading practices; and,**  
304 **Ms. Taylor motioned Souhegan Class of 2023 (Current Freshman) will continue utilizing**  
305 **the traditional transcript (Class of 2022 formatting with A, B, C, etc.) with the addition of**  
306 **weighted GPAs. The Work study practices will not be included. Mr. Manning seconded.**

307 Mr. Steel added that it is fundamentally the same thing.

308 Mr. Grondstra commented that he believes that this is the same.

309 Ms. Taylor added that Mr. Steel's motion is different than hers.

310 Mr. Manning added that it looks qualitatively the same. He then noted that they need a second on  
311 Ms. Taylor's motion for discussion. He then seconded Ms. Taylor's motion.

312 Ms. Facey asked for greater clarification.

313 Ms. Taylor added that she would like to have a motion on the record in case Superintendent Steel  
314 changes his mind.

315 Mr. Manning added that it is dangerous when they overly legislate this. They do not work in the  
316 school, and the whole point of motions is having decisions that are written.

317 Ms. Taylor added that she just received Superintendent Steel's motions only an hour ago.

318 Mr. Manning added, in fairness, he has told her that administration had been looking at making  
319 changes. He then asked Mr. Steel how long has he been discussing this with his staff.

320 Superintendent Steel replied, a year and a half.

321 Mr. Torres cautioned the Board not to get too granular.

322 Mr. Manning added that he supports what Ms. Taylor has written.

323 He then asked for a vote.

324 Mr. Torres replied that he needs more clarity.

325 Ms. Taylor noted that Mr. Steel's motion is in conflict with her third motion.

326 Mr. Grondstra suggested that they go through each motion.

327 Ms. Facey remarked that they can always amend a motion.

328 Ms. Facey added that it is sounding like this is a trust issue.

329 Ms. Taylor replied that this is a motion that she is suggesting.

330 Ms. Facey added that they can include language for the class of 2023.

331 Ms. Taylor replied that she prefers her motion.

332 Mr. Manning then read Ms. Taylor's motion.

333 **Ms. Taylor motioned Souhegan Class of 2023 (Current Freshman) will continue utilizing**  
334 **the traditional transcript (Class of 2022 formatting with A, B, C, etc.) with the addition of**  
335 **weighted GPAs. The work study practices will not be included. Mr. Manning seconded.**  
336 **Coughlan- yes, Grondstra- no, Torres-no, Taylor- yes, Facey no, Manning-yes. Motion does**  
337 **not carry.**

338 Mr. Manning asked for another motion.

339 **Mr. Grondstra motioned to approve a transitional transcript for the class of 2024 and**  
340 **beyond that includes both a competency-based and a traditional grade for each course and**  
341 **to commit to transitioning to a strictly competency-based transcript over time as colleges**  
342 **become more familiar with competency-based grading practices; and that the class of 2023**  
343 **will continue only the traditional transcript, including weighted GPA's. Ms. Facey**  
344 **seconded.**

345 Mr. Manning added that he does like the analysis.

346 Ms. Taylor asked how do you approve a transcript that they have not seen and it was not  
347 provided to the Board. She then asked are the approving it by the motion or to approve it later.

348 Superintendent Steel commented that you are creating a process. You are holding him  
349 accountable to a specific process.

350 Mr. Manning asked for discussion.

351 Mr. Torres gave his support for the amended motion.

352 Mr. Coughlan also gave his support and noted that he is ready to vote.

353 Ms. Taylor mentioned that the self-reporting is a pull down menu and is not compatible.

354 Mr. Manning asked how are we going to stay on top of stuff this type of issue.

355 Ms. Chininis added that there is a system in process for all of these things.

356 Principal Hagen added that they are going to have more students going to that red zone and  
357 looking at the way schools are assessing students differently.

358 **#1. Mr. Grondstra motioned to approve a transitional transcript for the class of 2024 and**  
359 **beyond that includes both a competency-based and a traditional grade for each course and**  
360 **to commit to transitioning to a strictly competency-based transcript over time as colleges**  
361 **become more familiar with competency-based grading practices; and that the class of 2023**  
362 **will continue only the traditional transcript, including weighted GPA's. Ms. Facey**  
363 **seconded. (6-0) motion passed.**

364 **Roll call: Coughlan-yes, Grondstra-Yes, Facey- yes, Torres- Yes, Manning- Yes, Taylor-**  
365 **Yes. 6-0**

366 Mr. Manning asked for other motions.

367 Ms. Facques asked if Community Council will get to see the transcript.

368 Mr. Steel added that CC has to review and approve the transcript. The SCSB also has to as well.

369 Mr. Manning asked for another motion.

370 **Mr. Grondstra motioned to direct the Superintendent to finalize the transitional transcript**  
371 **for the class of 2024 and beyond by seeking input from community council, the SAU-wide**  
372 **assessment, grading, and reporting committee, the Souhegan Faculty and administration,**  
373 **and from the Souhegan Cooperative School Board no later than June 1, 2020. Ms. Facey**  
374 **seconded the motion.**

375 Mr. Manning amended the motion to include alignment to SAU 39 OKR's

376 **#2 Mr. Grondstra motioned to direct the Superintendent to finalize the transitional**  
377 **transcript for the class of 2024 and beyond, which includes conducting a thorough analysis**  
378 **and alignment to SAU 39 OKR's and by seeking input from Community Council, the SAU-**  
379 **wide assessment, grading, and reporting committee, the Souhegan Faculty and**  
380 **Administration, and from the Souhegan Cooperative School Board no later than June 1,**  
381 **2020. Ms. Facey seconded the motion, approved as amended. (6-0) motion passed.**

382 **Roll call: Coughlan-yes, Grondstra-Yes, Facey- yes, Torres- Yes, Manning- Yes, Taylor-**  
383 **Yes.**

384 Ms. Taylor asked if they can get a drafted structure of school profile.

385 Principal Hagen added that they are two separate things, school profile and transcript.

386 Mr. Steel added that they do have a school profile and it does not need as much adjustment now.

387 **Ms. Taylor motioned that Souhegan should provide semester grades, A, B, C's and mid-**  
388 **semester grades including A, B, Cs for the Class of 2023.**

389 Mr. Steel asked Principal Hagen if the mid-semester grades have A's B's and C's.

390 Principal Hagen replied that the Progress Report will use the course scores that teachers are  
391 using. They will also add a second document.

392 Mr. Manning asked for a second on Laura's second motion.

393 **#3 Ms. Taylor motioned that Souhegan should provide semester grades, A, B, C's and mid-**  
394 **semester grades including A, B, Cs for the Class of 2023. Mr. Grondstra seconded the**  
395 **motion. The vote was unanimous, motion passed.**

396 **Roll call: Coughlan-yes, Grondstra-Yes, Facey- yes, Torres- Yes, Manning- Yes, Taylor-**  
397 **Yes.**

398 The Board took a 5 min Recess.

399 **The Board reconvened at 9:18 PM**

400 IX. First Reading- Policy JIH- 9:18 PM

401 Mr. Coughlan remarked that this is a first reading they are not passing it tonight.

402 Ms. Taylor asked if they have issues when do they bring it up.

403 Ms. Facey added that they should talk about it now.

404 Superintendent Steel noted that that it was a recommended policy from the NHSBA.

405 Ms. Taylor commented that this s serious policy and they have a police officer on  
406 campus/property and it is a liability.

407 Mr. Manning asked if this is a consistent

408 Principal Hagen replied, yes, is it consistent with other schools.

409 Mr. Manning remarked that the NHSBA policies have been fully vetted. He then recommended  
410 that he will add it to the consent agenda for next month.

411 Mr. Steel added that you can contact him, Board Chair or the Policy Committee Chair, Mr. John  
412 Glover.

413 Ms. Facey noted that it is great to have these conversations at the SAU Board so it can go back to  
414 the Policy Committee if need be.

415 X. FY'21 Budget Discussion

416 Mr. Steel explained that he is recommending a proposed budget of \$18,377,407 and a default  
417 budget calculation of \$18,367,151 for the Board's approval. In addition, a warrant article for the  
418 proposed cost items of a new PPC agreement in the amount of \$299,102 and a warrant article for  
419 Capital Maintenance items in the amount of \$100,000 are recommended for inclusion in the  
420 warrant.

421 The proposed budget includes reductions of \$517,987 in reductions to offset the cost of the PPC  
422 agreement and reflect other changes in staffing.

423 Mr. Manning added that the Public Hearing is the 8<sup>th</sup>.

424 Mr. Grondstra asked if the special ed increase is because of the students coming from AMS.

425 Mr. Steel replied, almost exclusively, additionally they have saved a lot of money.

426 Mr. Manning added that they really have to make the voters understand.

427 Mr. Torres agreed.

428 Ms. Facey commented that they have a Special Needs Expendable Trust Fund, she then asked for  
429 the balance.

430 Ms. Croteau remarked that at the end of October, the Special Ed Fund is \$360,465 and the  
431 Maintenance Fund 249,249 and Unfunded Liabilities of \$53,723.

432 Ms. Facey asked about the cuts to the budget.

433 Mr. Steel explained that it is a couple of things including, pending retirements, and adjustments  
434 to the staffing requirements. He then added that Principal Hagen and Ms. Croteau have worked  
435 together on this.

436 Ms. Facey asked if they are cutting too close.

437 Mr. Steel replied that they are being aggressive but he feels comfortable with it. He added that it is  
438 important that they the PPC pass and are funding the Capital Maintenance.

439 Ms. Facey added that she wants to make sure that they are not putting their students at a  
440 disadvantage.

441 Mr. Manning explained that it is going to be a balancing act.

442 Mr. Torres asked about the budget historically.

443 Mr. Steel remarked the Public Hearing is when they calculate the tax impact and it is two tax  
444 rates.

445 Ms. Facey asked if the renovation to the Science Labs are in the budget.

446 Mr. Steel replied, no, as you can recall he Board has given him a list and it will be a top priority.

447 Mr. Coughlan added he has no questions.

448 Ms. Taylor remarked that it is very close to the default budget amount.

449 Mr. Steel added that there is no such thing as a default budget but rather a default budget  
450 calculation. He then explained the default calculation.

451 Mr. Torres asked about the default calculation.

452 Mr. Steel explained that there is interpretation to the default budget calculation.

453 Mr. Torres asked about staff reductions.

454 Ms. Croteau added that she does not have an executive summary.

455 Mr. Manning added that the only variance that he saw was the special education.

456 **Mr. Grondstra motioned to approve a proposed budget of \$18,377,407 for public hearing**  
457 **with a default budget calculation of \$18,367,151; Ms. Facey seconded the motion. The vote**  
458 **was unanimous, motion passed. (6-0)**

459 **Roll call: Coughlan-yes, Grondstra-Yes, Facey- yes, Torres- Yes, Manning- Yes, Taylor-**  
460 **Yes. 6-0**

461 Mr. Manning then read the 3<sup>rd</sup> motion. To approve inclusion on the warrant of the long-range  
462 capital maintenance fund in the amount of \$100,000.

463 He then added that at the Joint Facilities Meeting on Dec 5<sup>th</sup>, their portion was \$100,000.

464 Mr. Coughlan asked if it was out of surplus.

465 Mr. Steel replied that before the Public Hearing they will have their recommendation in advance  
466 of the 6<sup>th</sup>. Ms. Taylor also had questions and Ms. Croteau is preparing answers from her.

467 Ms. Croteau added that ultimately the tax impact is the same, it is just how it is funded.

468 Mr. Steel added they will research the language.

469 Mr. Grondstra remarked that he would pull it from surplus.

470 Ms. Facey agreed, noting that it is a difficult decision.

471 Ms. Taylor asked when would the surplus come out.

472 Mr. Manning added that it would be June of 2020, provided that there is surplus.

473 Ms. Croteau added that it would say “up to \$100,000 from the Unassigned Fund Balance”.

474 Mr. Manning commented that he feels that they have been delinquent in maintaining their  
475 facilities. At some point they have to do their due diligence or else they are throwing good  
476 money after bad. It will become more and more expensive over time and they need to start  
477 building this cushion. This is his personal opinion.

478 Mr. Steel remarked that he agreed with Mr. Manning.

479 Ms. Croteau added that she would want validation that if they want it to come from surplus that  
480 it is there to take.

481 Mr. Grondstra asked about projected funds.

482 Ms. Croteau replied that she has an estimate and it is very early in the year. It is about \$284,000.

483 Mr. Grondstra remarked that they should ask for it outright and not worry about surplus.

484 Mr. Manning noted that they have to have the projects pre- identified.

485 Ms. Facey asked how much is it to fix the Science Labs.

486 Mr. Steel replied that he is not sure at this time and a very rough estimate would be \$300,000.



487 Ms. Taylor remarked that there are two Science Labs that need repair in the main building.

488 Mr. Steel noted that they may be able to fix it with the Souhegan 2.0 project. Additionally, the  
489 Souhegan 2.0 recommends moving the science labs to a different part of the building.

490 Ms. Taylor asked when will they be discussing it.

491 Mr. Steel added that they had a first step with the JFC Meeting on the 5<sup>th</sup>.

492 Mr. Manning remarked that the needs at the elementary level are so great.

493 Ms. Taylor added that they should discuss and analyze it to figure out what is practical.

494 Mr. Grondstra commented that it is a larger conversation and they should get back to the motion.

495 **Mr. Grondstra motioned to approve inclusion on the warrant of the long-range capital**  
496 **maintenance fund in the amount of \$100,000, funded through new taxes. Mr. Torres**  
497 **seconded the motion. The vote was unanimous, motion passed.**

498 **Roll call: Coughlan-yes, Grondstra-Yes, Facey- yes, Torres- Yes, Manning- Yes, Taylor-**  
499 **Yes. 6-0**

500 Mr. Manning asked for discussion.

501 Ms. Facey mentioned that here they are saying that this is through taxation.

502 Mr. Steel remarked that this is more proactive

503 XI. Non-Public Session- RSA 91 A:3 II

504 **Mr. Grondstra motioned to enter into Non-Public Session RSA 91 A:3 II (a) at 10:02 PM.**  
505 **Mr. Torres seconded the motion. The vote was unanimous, motion passed.**

506 **Roll call: Coughlan-yes, Grondstra-Yes, Facey- yes, Torres- Yes, Manning- Yes, Taylor-**  
507 **Yes. 6-0**

508 Other Persons Present: Superintendent Steel, and Ms. Croteau.

509 Description of matters discussed, and final decisions made: Personnel

510 XII. Resume Public Session

511 **Mr. Grondstra motioned to exit into Non-Public Session at 10:20 PM. Mr. Torres seconded**  
512 **the motion. The vote was unanimous, motion passed.**

513 **Roll call: Coughlan-yes, Grondstra-Yes, Facey- yes, Torres- Yes, Manning- Yes, Taylor-**  
514 **Yes. 6-0**

515 **Mr. Grondstra motioned to authorize Mr. Coughlan and Ms. Facey to accept the PPC**  
516 **agreement as written and put the warrant article on the ballot. Mr. Torres seconded the**  
517 **motion. The vote was unanimous, motion passed.**

518 **Roll call: Coughlan-yes, Grondstra-Yes, Facey- yes, Torres- Yes, Manning- Yes, Taylor-**  
519 **Yes. 6-0**

520 XIII. Meeting Adjourned

521 **Mr. Manning motioned to adjourn the meeting at 10:21PM. Mr. Torres seconded the**  
522 **motion. The vote was unanimous, motion passed.**

523 **Roll call: Coughlan-yes, Grondstra-Yes, Facey- yes, Torres- Yes, Manning- Yes, Taylor-**  
524 **Yes. 6-0**

525

526

527

Draft

**Consent Agenda #2**

## Souhegan Cooperative Board Meeting

Monday, January 6th, 2020

Meeting Minutes- Not Approved

Attendees:

Administrative Team: Adam Steel- Superintendent, and Michele Croteau- SAU #39 Business Administrator.

Souhegan Cooperative Board Members: Jim Manning- Chair, Pim Grondstra- Vice- Chair, Laura Taylor- Secretary, David Chen, Amy Facey, and Steve Coughlan.

Public: Stephanie Grund 5 Colonel Wilkins Road, Amherst NH and Lynn Briggs, 4 Golden Pond Lane, Amherst NH.

## I. Call to Order

**Chair of the SCSB, Mr. Jim Manning, called the meeting to order at 6:04 PM.**

## II. Discussion

Mr. Manning noted that there are two agenda items:

- Address concerns of a citizen regarding communication of the change of location for the December 17<sup>th</sup>, 2019 SCSB meeting.
- Review Budget Presentation.

Mr. Chen wanted to know if he could ask questions regarding the motions passed on 12/17/19. He added that he did not attend that meeting.

Superintendent, Mr. Adam Steel, suggested first reaffirming the previous motions passed during the December meeting. Those motions can then be discussed further at the end of this meeting.

Mr. Manning discussed that a concerned citizen questioned the legality of the Dec. 17<sup>th</sup> meeting due to the location being moved to the Brick School from SHS, without 24 hours' notice.

He explained the change in location was because of a Snow Day. He and Mr. Steel waited until the morning of 12/17 to judge the weather. At 10:00 AM, a joint decision was made to move the meeting from the high school to the Brick School and announced online. SHS did not have a posted notice due to being closed and unplowed.

He further added that discussions with legal counsel have concluded that the weather justified the change and the notice was sufficient.

Due to the concerns of a citizen, he has decided to reaffirm by a second Board vote, all of the motions passed at the December 17, 2019 SCSB Meeting.

He then read the seven motions being reaffirmed.

Consent Agenda Motion:

**“Mr. Pim Grondstra motioned to approve the Consent Agenda items 1. 11 18 19 Draft Minutes, 2. NWEA Fall Update, 3. Policy BEDG from 11 18 19 Meeting, and 4. Audit Presentation. Mr. George Torres seconded the motion. The vote was unanimous, motion passed. (6-0)”**

Transcript Related Motions:

**“Mr. Grondstra motioned to approve a transitional transcript for the class of 2024 and beyond that includes both a competency-based and a traditional grade for each course and to commit to transitioning to a strictly competency-based transcript over time as colleges become more familiar with competency-based grading practices; and that the class of 2023 will continue only the traditional transcript, including weighted GPA’s. Ms. Facey seconded. (6-0) motion passed. “**

**“Mr. Grondstra motioned to direct the Superintendent to finalize the transitional transcript for the class of 2024 and beyond, which includes conducting a thorough analysis and alignment to SAU 39 OKR’s and by seeking input from Community Council, the SAU-wide assessment, grading, and reporting committee, the Souhegan Faculty and Administration, and from the Souhegan Cooperative School Board no later than June 1, 2020. Ms. Facey seconded the motion, approved as amended. (6-0) motion passed. “**

**“Ms. Taylor motioned that Souhegan should provide semester grades, A, B, C’s and mid-semester grades including A, B, Cs for the Class of 2023. Mr. Grondstra seconded the motion. The vote was unanimous, motion passed.”**

Budget Related Motions:

**“Mr. Grondstra motioned to approve a proposed budget of \$18,377,407 for public hearing with a default budget calculation of \$18,367,151; Ms. Facey seconded the motion. The vote was unanimous, motion passed. (6-0)”**

**“Mr. Grondstra motioned to approve inclusion on the warrant of the long-range capital maintenance fund in the amount of \$100,000, funded through new taxes. Mr. Torres seconded the motion. The vote was unanimous, motion passed. (6-0)”**

PPC Agreement Motions:

**“Mr. Grondstra motioned to authorize Mr. Coughlan and Ms. Facey to accept the PPC agreement as written and put the warrant article on the ballot. The vote was unanimous, motion passed.”**

**Mr. Pim Grondstra motioned to ratify these 7 motions from the previous 12/17/2019 SCSB meeting. Mr. Steve Coughlan seconded the motion. Motion Passed (5-0), Mr. Chen abstained.**

Mr. Chen asked what the \$10,000 budget difference was with the default and proposed.

SAU #39 Business Administrator, Ms. Michele Croteau, explained that many things were added and subtracted by law. The point of the default budget is to get to a bottom line number. There is a method to get to the number.

Mr. Manning asked what was the difference proposed and default, before the additional \$299,000 out of the budget (from October) following PPC agreement.

Ms. Facey added that she thought it was the budget was decreased by \$500,000 before staffing changes.

Superintendent Steel remarked that the staffing changes come out of both default and proposed budget.

Ms. Facey added the PPC is a separate warrant article.

Mr. Manning stated the presentation includes PPC agreement. He then suggested that they begin looking thru presentation handout.

Mr. Chen asked if there was a reason stop the warrant article at \$100,000.

Ms. Croteau explained the \$100,000 considers the capital needs assessment looks at the community as a whole. It is \$650,000 approximately for all districts. The Amherst School Board is asking for \$550,000 this voting year.

Mr. Manning then reviewed the first part of the presentation.

Superintendent Steel explained that he will review the OECD PISA, Souhegan financial information and strategic planning, where they are going and then that leads to the budget.

Mr. Chen noted that he was hoping that they would talk about how the students are doing overall. So that they are focusing on balanced SAU.

Mr. Steel replied that he believes that the Board needs make those messages.

Mr. Chen expressed that the board should think globally.

Superintendent Steel replied that he would be happy to make those points.

Mr. Coughlan mentioned that they have committed themselves to act in a unified way.

Mr. Steel countered that elected officials should be convincing voters.

Ms. Facey agreed with Mr. Chen. Superintendent Steel should present on the State of the SAU and guide how SHS fits into it.

Mr. Chen mentioned the Board should show support of the overall SAU. He then commented that the taxpayers see one number.

Mr. Manning noted that the summary slide should be upfront.

Mr. Chen asked to include the slide showing even tax rate increases.

Mr. Coughlan remarked that the Deliberative Session should include the greater details. By law, the budget presentation is for one hour.

Superintendent Steel noted that he would be happy to add that in.

Mr. Chen asked which colleges use the OECD PISA.

Mr. Steel replied, none.

Mr. Manning added that a Board goal was for SHS to be a destination high school. The OECD PISA is an exam for comparing SHS to other countries.

Mr. Chen asked if the public understands the OECD PISA. He then suggested using the SAT comparison.

Mr. Manning replied that the OECD PISA indicates a global view of performance.

Mr. Chen remarked that the OECD PISA feels distant from the taxpayer.

Ms. Facey added that the metrics can be debated, their PISA scores are showing quality.

Mr. Chen suggested that they should focus on the changes to SAT scores.

Superintendent Steel mentioned that the results show context and a global comparison.

Mr. Manning commented on the SAT.

Ms. Facey added that the SAT's are still really important for many students.

Mr. Steel mentioned that he has both in the presentation.

Mr. Manning commented on the global comparisons vs. the SATs. As a school board, they need to focus on being a global competitor.

Ms. Facey added that showing both is good its more information.

Mr. Manning noted that they should talk about it so they know what it is.

Ms. Taylor suggested starting with SAT and then include PISA after.

Mr. Chen remarked that people are going to ask how the PISA relates to getting into college.

Superintendent Steel expressed that the media portrays U.S. schools as failing. NH schools are not failing, NH ranks 1-2 top in the country and SHS are top 5 in the State.

Ms. Facey added that the quality of the schools ties into the budget.

Mr. Manning added that he can present budget slides and highlights.

Mr. Coughlan asked if the budget numbers on the slides are up to date.

Superintendent Steel said that he and Ms. Croteau will look into it.

Mr. Chen indicated this is down from previous year's budget. He then suggested that they focus presentation on making a better school system. He will speak on enrollment, position changes, Cost Per Pupil and budget calculations.

Mr. Coughlan emphasized that past presentations have been according to what people want. He then noted that he will present the PPC agreement.

Ms. Facey added that she will present the Capital Maintenance Plan.

Mr. Steel mentioned that the budget would have been down 2.1% without Special Education, but budget is up 1.5 % with Special Education.

Mr. Chen remarked that they can't know staffing changes until they know Spec Ed enrollment.

Mr. Manning mentioned that Ms. Taylor and Mr. Torres do not need to present due to their newness to the Board.

Mr. Coughlan asked where the physical location of slides will be for presentations.

Superintendent Steel remarked that he will do a dry run at 3:00PM to make sure everything is working properly.

Mr. Grondstra can summarize at the end.

Ms. Croteau will put summary slide at the beginning and end.

At 6:53PM Superintendent Steel left the meeting for a PTA Meeting.

**Mr. Coughlan motioned to amend the default budget to \$18, 371, 651 from \$18, 367,151. A. Facey seconded the motion. Vote was unanimous, 6-0.**

Ms. Facey mentioned that the SAU has a new Joint Facilities Committee helping Amherst and SHS to join efforts in educating public about facility needs. Only a limited number of Board Members can attend to avoid a quorum at Joint Facilities Committee Meetings.

Mr. Grondstra and Ms. Taylor will attend.

Mr. Chen also expressed interest in attending.

Ms. Taylor and Mr. Chen remarked that they can decide at a later time who will attend.

Ms. Facey left the meeting at 6:54 PM.

Mr. Manning opened the meeting for public comment.

### III. Public Comment

Ms. Lynn Briggs, 4 Golden Pond Lane, Amherst NH, noted that she is in favor of the SAT comparison and agrees with Mr. Chen. She believes that the presentation should be simple and people will want hard facts about what was taken out of the budget.

Mr. Grondstra asked for the slides to be distributed before the meeting.

Mr. Chen commented that they should update the Unexpended Fund Balance from last year on the slides, \$1.25 million. He then asked if they have a forecast for this school year.

Ms. Croteau replied that they do not have an estimate now. Back in December, approximately \$284,000 was shared. The \$100,000 will be based on new taxes with Warrant Article #4.

Ms. Taylor inquired about which type of fund is the School Maintenance Expendable Trust Fund.

Mr. Grondstra left at 7:03 PM.

Mr. Coughlan added the Fund was started years ago and holds around \$49,000 currently.

Mr. Manning mentioned the AFC has not approved new budget numbers. Budget lower than previously discussed. The Agreement with PPC includes a raise. So, the budget needed to be cut to accommodate.



Mr. Coughlan said AFC cannot ask Board to raise budget, because the budget was passed by the Board.

Mr. Chen commented to mention in the presentation the strategic reasons to only ask \$100,000.

Ms. Taylor requested a copy of the Trust Fund purposes.

IV. Meeting Adjourned

**Mr. Coughlan motioned to adjourn the meeting at 7:10 PM. Mr. Chen seconded the motion. The vote was unanimous (4-0) motion passed.**

Draft

1 **Consent Agenda Item #3**

Souhegan Cooperative School Board

2  
3 Monday, January 27<sup>th</sup>, 2020

4  
5 Meeting Minutes- Not Approved

6  
7 Attendees:

8  
9 Administrative Team: Superintendent- Adam Steel, Assistant Superintendent- Christine  
10 Landwehrle, SAU #39 Business Administrator- Michele Croteau, Brad Freeman- Network  
11 Administrator.

12  
13 Souhegan Cooperative School Board Members: Jim Manning- Chair, Pim Grondstra- Vice-  
14 Chair, Laura Taylor- Secretary, Amy Facey, Steve Coughlan, George Torres and David Chen.

15 Board Minutes: Danae A. Marotta

16 Public: Martin Goulet, 22 Veterans Road, Amherst NH, Courtney Vore, 9 Simeon Wilson Road,  
17 Amherst NH, Keri Allen, 451 Boston Post Rd, Amherst NH, Shannon Gascoyne, 31  
18 Schoolhouse Rd, Amherst NH, Stephanie Grund, 5 Colonel Wilkins Road, Amherst NH, Kristen  
19 Atkinson, 20 Blueberry Hill Rd, Amherst NH, Andy Krawiecki, 6 Fox Run Road, Amherst NH,  
20 Marilyn Gibson, 166 Mack Hill Road, Amherst NH, Victoria Parisi, 3 Church Street, Amherst  
21 NH, Delaney Facques, Community Council Liaison, Jeanne Ludt, 3 School Street, Amherst NH,  
22 Matt Leahy, Amherst NH, Claire Bryson, Amherst NH, Katie Dodd, Amherst NH, Simone  
23 Dodge, SHS Student, Amherst NH,

24 I. Call to Order

25  
26 **Chair of the Souhegan Cooperative School Board, Mr. Jim Manning, called the meeting to**  
27 **order at 6:00PM.**

28 II. Superintendent Report

29 Chairman Manning noted that Superintendent Steel has a presentation for the Board.

30 Grading and Reporting Plan

31 Superintendent, Mr. Adam Steel, noted that he wanted to spend a few moments discussing a  
32 grading and reporting plan at the High School.

33 He reviewed implementing a grading and reporting plan which:

- 34
- 35 • Gives our students a competitive advantage in determining their next step.
  - 36 • Describes our students progress in a common format which is easily understood by  
37 college admissions offices;
  - 38 • Provides timely and accurate reporting of student progress to students, parents, and the  
39 school community;
  - Separates the measurement of academic learning from non-academic measures;

- 40 • Focuses on student growth while providing a trajectory expectation useful for future  
41 planning and goal setting;
- 42 • Teachers, parents, and students understand, value, and embrace; and,
- 43 • Provides accurate forecasting of future student growth, dependent on student effort.

44 He then gave some background using important measures with standardized testing, NWEA  
45 testing, teacher evaluations of learning (grades), and Portrait of a Graduate evaluations.

46 They also communicate with SAT/NHSAS/NWEA test reports, Report cards (2-4 times  
47 annually), Transcript, real-time gradebook & scores and direct teacher communication.

48 He then explained the NH Administrative Rules with ED 306.14.

49 He added that a Competency Based Education allows for measurement of growth vs. simply  
50 achievement; an opportunity to challenge every student academically; a pathway to unique  
51 opportunities for every student; and assurance that students will be prepared for their next step.

52 He then compared the Traditional School Model to the Competency Based Education Model.

53 Superintendent Steel discussed how learning happens as a non-linear growth process over time.

54 He then asked what if we reported academic progress graphically so parents can see progress in  
55 real time with historical information plus a trend line predicting future growth. This is compared  
56 to NWEA scores and high-stakes standardized tests.

57 He then reviewed the key strategies and the motions that were made in December 2019.

58 Mr. Steel then clarified the Class by Class Outputs:

59 Class of 2023: Will use identical transcript as 2022 (w/o S1 grades), Report cards will have A, B,  
60 & C's, key measurement is end of year final score.

61 Class of 2024 +: Will use a transitional transcript including A, B, C's, Report cards include  
62 progress scores, no A, B, C's, key measurement is end of year final score.

63 Class of 2030+: Competency-based transcript and reporting.

64 He then showed the Class of 2023 Reports. They are in the midst of changing systems and the  
65 look might change.

66 For the Class of 2024, the first step (between now- and March 2020) to develop a draft transcript  
67 and reports, March-May- Gather parent feedback, parent forum and community council input,  
68 June 2020, bring finalized transcript and reports to SCSB.

69 He then noted some specific issues to address such as:

- 70 • How do we handle mid-semester grades for Seniors?
- 71 • How do we incorporate scores where the MAS is less than 4?
- 72 • Opening on-line grading & reporting
- 73 • How does honor roll get calculated?

74 They have drafts, for 2024, that they are working on and they have heard those concerns and  
75 have adjusted their plan. It is critical that they get it right moving forward.

76 He then asked for Board Member concerns or issues.

77 Ms. Taylor commented that the motion to add semester one grades was not followed.

78 Superintendent Steel replied that the motion to add semester one grades was for the Report  
79 Cards.

80 Mr. Manning inquired about what Sanborn School District is doing.

81 Assistant Superintendent, Ms. Christine Landwehrle, replied that they have looked deeply at  
82 their model and they used a lot of the Sanborn model. She is not sure what Mr. Manning is  
83 thinking of specifically.

84 Ms. Landwehrle replied that she can reach out for greater detail.

85 Ms. Facey asked about the translated GPA score.

86 Ms. Landwehrle replied that it is a different translation for the GPA. She will do a double check  
87 on that.

88 Ms. Facey added that the students and parents need to know what that score will eventually  
89 mean.

90 Mr. Torres asked if there is data for schools that converted to CBE.

91 Ms. Landwehrle replied that they have looked at other schools. She then referenced The Lindsay  
92 Unified School District in California. They have completely redesigned their model and they  
93 have seen deeper student engagement.

94 Mr. Torres asked if they are seeing the same level of an impact on our students.

95 Ms. Landwehrle replied that it is a little different approach. At the middle school, the teachers  
96 are understanding their students better. This system allows students to go deeper or farther faster.  
97 It has been really exciting. If you remember, last year this Board had allowed a middle school  
98 student take math here.

99 Ms. Taylor remarked that Sanborn's SAT's have gone down as well as their other standardized  
100 test scores.

101 Ms. Landwehrle replied that she would have to speak with them directly to find out why.

102 Mr. Manning asked what are they doing to communicate expectations to students.

103 Principal of SHS, Mr. Bill Hagen, replied that thorough communication needs to be explained at  
104 the classroom level.

105 Mr. Manning noted that it sounds like some teachers are not fully comfortable with this.

106 Principal Hagen replied that they are rolling it through the grade levels.

107 Ms. Facey commented that she is concerned that students' grades are not accurately reflecting in  
108 their work.

109 Principal Hagen replied that the teachers have been given the authority to look at every student  
110 and use their discretion.

111 Ms. Facey noted that they have to make sure that the teachers really understand this, if not, there  
112 is potential that grading would be inaccurate. She then added that they need greater professional  
113 development.

114 Principal Hagen responded that it is a challenge and change is hard. He then commended the  
115 teachers for working hard to get this. This is an exciting change for education.

116 Ms. Taylor remarked that she is having a hard time linking the scores to the competency.

117 Ms. Landwehrle replied that they are in the process of making some videos. Every standard feeds  
118 into the competency and then the competency feeds into the course score.

119 Ms. Taylor noted that she is looking through her own child's Empower and it is not easy to  
120 understand. She then asked to make something separate for students.

121 Ms. Landwehrle replied that she will work on that.

122 Mr. Manning asked about the opportunities to go further.

123 Ms. Landwehrle replied that they can look at their Honors Challenge.

124 Mr. Steel emphasized that it is critical that students can map out the grade that they want. It has  
125 to be clear and transparent.

126 The Board thanked Superintendent Steel and Assistant Superintendent Landwehrle.

127 III. Public Comment I of II

128 Mr. Martin Goulet, 22 Veterans Road, Amherst NH, commented that he believes that there is a  
129 lot of anxiety about how to differentiate themselves for the purposes of college entry.

130 Ms. Courtney Vore, 9 Simeon Wilson Road, Amherst NH, questioned the algorithm, it is more  
131 complicated than what was explained to her.

132 Ms. Landwehrle clarified that it depends on the number of assignments that the student has  
133 completed. It is the higher of the two scores.

134 Ms. Vore replied that it is much more complicated than one score replacing the other score.

135 Ms. Keri Allen, 451 Boston Post Rd, Amherst NH, remarked that there is positive and negatives  
136 to the system. She explained that there seems to be a lot of confusion with what a 1, 2, 3 or 4  
137 looks like. It is comparing apples to oranges, between AMS and SHS. You cannot even translate  
138 it, it is French and English. They have an excellent reputation in NH and she fears that they are  
139 taking away from their students.

140 Ms. Shannon Gascoyne, 31 Schoolhouse Rd, Amherst NH, remarked that her oldest is in 5<sup>th</sup>  
141 grade and asked if there are other competency based systems besides Empower.

142 Mr. Steel noted that it is a fair criticism and if there were going to change systems they would  
143 not change mid- year.

144 Ms. Gascoyne added that no one wants to feel as if their children are guinea pigs.

145 Ms. Stephanie Grund, 5 Colonel Wilkins Road, commented that she looked at the NH Dept. of  
146 Education site and Sanborn’s proficiency scores went down. She then commented that her  
147 student cannot figure out her grades. She then asked if Honors is available in all classes.

148 Ms. Kristen Atkinson, 20 Blueberry Hill Rd, Amherst NH, asked about the CBE grading that  
149 align with AP courses outside of SHS.

150 Mr. Andy Krawiecki, 6 Fox Run Road, Amherst NH, commented that his daughter is taking a  
151 VLACS and how are they going to handle VLACS. Second, he emphasized that schools are  
152 looking for GPA’s.

153 Mr. Manning replied that they will always have GPA’s.

154 Director of Guidance at SHS, Ms. Karen Chininis, replied that VLACS is a virtual high school, a  
155 Charter High School in NH. They do have students that take VLACS courses as part of an  
156 extended learning opportunity. After they complete a course it gets recorded like any other high  
157 school.

158 Mr. Krawiecki noted that the more he understands the better.

159 Ms. Marilyn Gibson, 166 Mack Hill Road, Amherst NH, thanked Superintendent Steel and Ms.  
160 Landwehrle for clarifying some of her concerns. Furthermore, she is not in support of the report  
161 card, as there is no alignment to standards. Second, it does not have any narrative. When she was  
162 teaching they used PowerSchool in the Raymond NH, School District. She has seen the current  
163 report cards and is against it. Their efforts are great but more background information and  
164 research could have been done before implementing CBE. Teachers do not take enough time, at  
165 the AMS and SHS, to explain what the rubric actually means. She emphasized that rubrics are  
166 extremely important.

167 Mr. Victoria Parisi, 3 Church Street, Amherst NH, commented that she does not have children in  
168 the high school at this time. She gave her support for student engagement in the process  
169 however, she is looking for the adults in charge to make decisions and roll things out in a way  
170 that makes sense for students and their community.

171 Ms. Tiani Coleman, 32 Simeon Wilson Road, Amherst NH, commented that her main concern is  
172 that the standard of a “three is meeting standard” and now it is hard to know how well they are  
173 doing. She is concerned with how to excel and in many instances they don’t know how to do  
174 that. This system might be more objective.

175 Superintendent Steel noted that they will look into Sanborn.

176 Mr. Manning mentioned that they are the only ones in the State that are moving towards CBE,  
177 they are not. They have been working with Sanborn very closely with PACE. Achievement  
178 scores are a really bad way to compare high schools. You cannot control your inputs. They are  
179 looking more towards a growth model. He added that they are not a benchmark school, in terms  
180 of achievement scores. They were looking at Sanborn because they have been down this road  
181 before. Additionally, Empower seems to be a major source of frustration. He then asked how do  
182 they know that the grading that is taking place is accurate in a way that people can understand.

183 Ms. Landwehrle noted that teachers are loading in grades in all the time and always checking  
184 calculations. If there is an error, then it gets fixed right away. They also have assessment maps  
185 that shows how many assessments are given in a class. They are more of internal documents but  
186 she can share that to make it more visible.

187 Ms. Taylor asked about classes that you cannot earn a “4” in. Some classes have closed and you  
188 cannot earn a “4”.

189 Principal Hagen replied that it has to do with the curriculum being developed in the courses.  
190 They keep going back to the concept that a “4” means an “A”, that is not the case. They have to  
191 separate that. Not every opportunity in a course is going to allow you to go to a “4”.

192 Ms. Facey asked for clarification.

193 Mr. Steel replied that they have to look into it and report back.

194 Mr. Manning asked Mr. Goulet’s question about students differentiating themselves.

195 Principal Hagen responded that it goes back to the curriculum that exists in the course. Teachers  
196 are looking for ways to build mastery. There are opportunities now.

197 Ms. Facey remarked that it is really if you met and exceeded the standards not comparing  
198 yourself to other students.

199 Principal Hagen added that it is about personalizing the experience for the student.

200 Mr. Manning asked how are they applying the mastery system to Advanced Placement (AP)  
201 courses.

202 Ms. Kathy White, Dean of Faculty, replied that AP has been redesigning their courses and have  
203 created standards and competencies within those courses. Some have already made that  
204 transition and some are still working on it.

205 Mr. Manning noted that he has gotten some questions about PowerSchool.

206 Mr. Steel explained that they are transitioning from MMS (runs their student information system)  
207 to PowerSchool over the next 6 months. They are still looking at Empower and it is too soon to  
208 make that decision.

209 Mr. Manning asked if they had thought about ways to address transcripts for Juniors.

210 Ms. Landwehrle replied that they are making sure that they are matching the pacing with the  
211 learning and certain check points.

212 Ms. Facey mentioned it is really important for seniors.

213 Mr. Manning commented that it would be helpful if, during the course of the year, that they are  
214 on a trajectory path.

215 Ms. Taylor asked about the semester one grades for the transcript of the Class of 2023.

216 Mr. Steel then read the motion from Dec 2019 he added that it would be inaccurate to put those  
217 grades on the transcript.

218 Mr. Grondstra requested to see comparative data with implementation utilizing other systems  
219 other than Empower.

220 Mr. Manning finalized that whatever they put out there should give their students a competitive  
221 advantage. Clearly, the implementation, at the High School, has not worked out seamlessly.  
222 They have the commitment to everyone here. He then thanked everyone for their attendance. He  
223 noted that they are working on parent forums as early as February if possible.

224 IV. SHS Start and End Time

225 Ms. Delaney Facques, SHS Community Council Liaison, commented that they worked with  
226 Superintendent Steel to create a survey for the students regarding later start times. They had 498  
227 total responses, 140 from Freshman, 142 from Sophomores, 67 from Juniors, 119 from Seniors  
228 and 24 from Faculty/ staff. They also estimated the start time as late as 8:45AM.

229 She noted that they asked questions around after school time commitments, how often are they  
230 late, level of exhaustion, transportation to school, and opinions regarding the change. She also  
231 read quotes from students in favor of the change and students and faculty not in favor of the  
232 change. She also read themes of students in favor of the change and opposed to the change.

233 Mr. Manning then asked for questions of the Board.

234 Mr. Torres questioned the age of the students that were in favor.

235 Ms. Facques replied that she believes that it was spread across the population.

236 Mr. Chen asked if this survey was completed at the middle school. He then asked for current data  
237 from the middle school.

238 Ms. Facques replied that this was not surveyed at the middle school.

239 Mr. Steel noted that they did a parent survey about two years ago and there was a significant  
240 majority in favor of the change.

241 Mr. Chen mentioned that it is more of a high school question because of the sports and clubs. He  
242 then remarked that they should look back at where they were before. He then added that he is not  
243 on the committee and what they have reviewed.



244 Ms. Facey asked if there are representatives of the Community Council on the School Start Time  
245 Committee.

246 Mr. Steel replied that right now they are handling it internally but they will definitely include  
247 Community Council.

248 The Board thanked Ms. Facques.

249 V. Public Comment II of II

250 Ms. Jeanne Ludt, 3 School Street, Amherst NH, commented that she has been on many Later  
251 Start Committees. They got really close a while ago. She then inquired if there were neighboring  
252 schools, that they compete with sports, that have gone to a later start time.

253 Mr. Steel replied that he knows of Oyster River, Keene and Portsmouth. At Regional and State  
254 Wide Superintendent Meetings this is a more consistent topic. There is a push for this and there  
255 are significant conversations around it.

256 Ms. Coleman remarked that she was one of the parents that had taken the survey two years ago.  
257 She added that at the time she took the survey it was vague. She is not sure that they can say that  
258 the parents support it, that is her opinion and she can be wrong. She added that they can do clubs  
259 at 2:30PM and then sports at 3:30PM. She is afraid that the students will suffer.

260 Mr. Steel replied that Club time is critical and he will not remove that time.

261 A SHS Staff Member noted that she is against it and it will hurt the students with jobs. She asked  
262 the Board to remember that kids need time to hang out with their friends.

263 Mr. Matt Leahy, Amherst NH, mentioned that it is the REM sleep that is very important. He is  
264 not for or against the Later Start Time.

265 Ms. Gascoyne commented that they know from the APA what is best. She then asked the  
266 Administration and the Board to keep that in mind.

267 A concerned citizen asked if the Board had taken in to account the security measures that would  
268 come with the later start time such as, lighting, overflow of cars, and security.

269 Mr. Steel replied that it will all be considered.

270 Mr. Manning commented that nothing is happening for the next year.

271 Ms. Claire Bryson, Amherst NH, commented about the research on the lack of sunlight.

272 Mr. Manning noted that Ms. Terri Behm is a part of the Committee and can offer more  
273 information.

274 Ms. Katie Dodd, Amherst NH, noted her concern about the runners in the dark.

275 Ms. Grund commented on the SAU Board's vote in the past.

276 Mr. Manning commented that even if the SAU Board had voted for the later start time, it still  
277 needs to come back to this Board.

278 Ms. Simone Dodge, SHS Student, commented that she would like to know more quantitative  
279 data.

280 Mr. Steel replied that there are different studies but the consensus is around 8:30AM for a start  
281 time.

282 Ms. Taylor asked for references for the research.

283 Mr. Manning remarked that Ms. Behm can get the data for them. They did make a presentation  
284 for them at the SAU.

285 Mr. Grondstra asked about the location of the other studies that they looked at. In other areas of  
286 the U.S. they will naturally get more sunlight.

287 Mr. Coughlan remarked that Minneapolis was one of the major districts that has instituted later  
288 start time.

289 Superintendent Steel finalized the conversation by stating that he wants students to have the  
290 maximum quality time with highly trained teachers. There are things he can control and things  
291 that he cannot. He then thanked Ms. Facques for all of her work. He then asked if there is a  
292 middle ground that they can look at and asked for continued feedback.

293 VI. Dual Enrollment vs. Advanced Placement

294 Mr. Manning noted that he wanted to have a discussion about the differences between Dual  
295 Enrollment and Advanced Placement.

296 Ms. Landwehrle remarked that Ms. Karen Chininis, Director of Guidance, oversees the Dual  
297 Enrollment programs and supports Program of Studies. Dual Enrollment means that students  
298 take a class here at the high school and at the same time receive college credit. There are a  
299 couple of different options, first, the Running Start Program through NCC, SNHU and then a few  
300 other colleges. There is a low tuition fee for a Dual Enrollment course because the college is  
301 working with them for their SHS teachers to be the adjunct professors. They have increased the  
302 number of courses over the past few years.

303 They also have Advanced Placement courses. There are benefits, first their teachers do not have  
304 to be an adjunct professor. They can take the AP training and they are able to run those AP  
305 courses. It has been nice to have both pieces, because not all of their teachers are going to be able  
306 to qualify to be adjunct professors.

307 Ms. Chininis remarked that both the programs play similar but different roles, there is no set  
308 general rule as each college has their individual policies. They are not dropping their AP  
309 Program and it is an extremely important. There is no plan or conversation to drop the program.  
310 She is pleased that they have grown each of the programs.

311 Mr. Manning asked for questions from the Board.

312 Mr. Chen asked about the curriculum of the college courses with dual enrollment.

313 Ms. Chininis replied that for the Dual Enrollment course to be approved by college as well as the  
314 instructor. She then gave an example about a teacher at SHS.

315 Mr. Chen asked about the cost.

316 Ms. Chininis replied that it is a benefit of the Running Start Program. She added that at the time  
317 the grant was not yet funded. It is now with Science and math classes.

318 VII. Consent Agenda

319 **Mr. Steve Coughlan motioned to accept the Consent Agenda items 1. Draft Minutes**  
320 **January 8th 2020-Public Hearing, 2. Draft Minutes Jan 8th 2020-After Public Hearing, 3.**  
321 **Nov 2019 Treasurer's Report and 4. Dec 2019 Treasurer's Report. Mr. George Torres**  
322 **seconded the motion. The vote was unanimous, motion passed. (7-0)**

323 VIII. Board Recess

324 The Board took a brief recess at 8:45PM.

325 IX. Board Resumes Public Session

326 The Board resumed public session at 8:54PM.

327 X. Deliberative Session Planning

328 Mr. Torres asked how do they know that they need \$100k.

329 Mr. Steel noted that it will always equal about that amount \$650k. It is combined with the ASD  
330 and might fluctuate. They are collaborating with the ASD for a consistent tax impact.

331 Mr. Chen asked why would you stop at 20 years. Every 5 years they will refresh it.

332 Ms. Croteau commented that it does escalate with inflation.

333 Ms. Taylor asked for a copy of the PPC agreement.

334 Mr. Coughlan noted that he can send the Board the three-page document.

335 Mr. Manning asked the Board how would they like to start preparing for the Deliberative  
336 Session.

337 Ms. Facey asked if the slide deck was significantly different than the Public Hearing.

338 Ms. Croteau replied no, she added a tax rate slide. She then asked the Board if they wanted to see  
339 a slide on the tax rate history. She can pull it together and see what the Board thinks.

340 Mr. Chen asked if he could change the scale of his slide as it was hard to read. He then asked Ms.  
341 Croteau if she had time to meet with him soon.

342 Ms. Croteau replied, yes.

343 Mr. Manning asked if everyone was comfortable with what they had presented from the Public  
344 Hearing.

345 The Board replied, yes.

346 Ms. Facey commented that she would like to discuss how they are collaborating with the ASD.

347 Mr. Grondstra mentioned that he had spoken to Superintendent Steel about seeing the different  
348 iterations around CPP.

349 Ms. Croteau responded that she does not have the different scenarios yet but will make sure that  
350 she has captured what the Board wants to see.

351 Mr. Grondstra added that he just wants to be proactive about the questions that the public may  
352 ask.

353 Mr. Steel replied that they can do all in CPP and all in CPP.

354 Mr. Manning commented on looking at the tax impact.

355 Mr. Torres remarked that it is easier to look at the percentage from a historic perspective. With  
356 inflation it is challenging. Overall, they should look at it globally.

357 Mr. Chen added that the CPP is regulated. There are anomalies, but people have to realize that  
358 there is nothing else that is comparative.

359 Mr. Steel explained the reason how CPP calculation came about.

360 Mr. Grondstra remarked that many people do not understand that it is not an accurate  
361 representation of CPP.

362 Mr. Chen commented that CPP is a measure of efficiency.

363 Mr. Coughlan added that they cannot make comparisons.

364 Mr. Torres asked what have their increases been over a 5 to 10-year timeframe. He added that  
365 they should look at the overall increase with controllable costs. Special Education is mandated.

366 Mr. Manning asked for a graph showing the comparison.

367 Mr. Steel discussed that he has looked at the tax rates.

368 Mr. Torres commented that he would like to look at natural dollars. He added that he is looking  
369 for efficiency over the last few years.

370 Mr. Manning noted that CPP went up because their enrollment went down. It is difficult to carve  
371 whereas in looking at another metric you can control.

372 Mr. Torres asked how can you drive down the CPP.

373 Mr. Manning asked Mr. Coughlan if he is comfortable with speaking about the PPC.

374 Mr. Coughlan replied, yes.

375 Ms. Facey noted that when she and Mr. Grondstra had met with the AFC, they told the Board to  
376 clarify the savings of \$485k. Additionally, the public wants to know that safety and security will  
377 not be compromised.

378 Mr. Manning asked what can they say about it.

379 Mr. Steel replied that they can just emphasize that they will not sacrifice safety and security.

380 Discussion ensued.

381 Ms. Taylor mentioned that Mr. Manning's statement about there are "no new expenditures are  
382 required" sounds very broad.

383 Mr. Steel remarked that they will make an SAU wide budget slide.

384 Mr. Chen noted that he has asked before that they have been collaborating with the ASD.

385 Mr. Manning added that Mr. Chen made a good point.

386 Mr. Chen added that there are lots of dimensions to collaborating with ASD.

387 Mr. Manning added that this will be in the Deliberative Guide and will go to the Amherst  
388 Citizen.

389 Ms. Taylor asked to see the Minutes of the 4 Board Chair meeting. They should make it  
390 available for the public.

391 Mr. Manning replied that the meeting is centered around putting together agendas.

392 Ms. Taylor remarked that they need to be transparent for the public.

393 Mr. Manning added that everything that is discussed in the meeting is in the agenda.

394 Mr. Coughlan added that it is just mechanics.

395 Ms. Taylor commented that as a board member she would prefer to be informed.

396 Mr. Manning replied that it is in the agenda.

397 Ms. Facey agreed that it is on the Trello Board and at the meeting.

398 Ms. Facey remarked that she feels bad that she feels that way and would like to come up with a  
399 solution. They have made the commitment that they are going to work as a unified SAU.

400 Mr. Torres agreed with the concept but does not want to create extra work.

401 Mr. Chen asked if Ms. Taylor would prefer it be a public meeting.

402 Ms. Taylor remarked that it cannot be a quorum.

403 Mr. Manning noted that he will look into what other cooperative districts do to make sure that  
404 they are doing the right thing.

405 Mr. Steel remarked that last time there was a discussion about the retirements of three people,  
406 they fit the age and seniority requirements, their names were shared at the last Non-Public  
407 Session. This is under policy GCBD.

408 Ms. Taylor asked if there are others eligible.

409 Mr. Steel replied that there is no limit to the number to people eligible to receive the benefit.

410 **Mr. Coughlan motioned to accept the three retirement requests for the end of June 2021, in**  
411 **accordance with Policy GCBD. Mr. Grondstra seconded the motion. The vote was**  
412 **unanimous, motion passed (7-0).**

413 XI. Meeting Adjourned

414 **Mr. Grondstra motioned to adjourn the meeting at 9:35PM. Ms. Facey seconded the**  
415 **motion. The vote was unanimous, motion passed (7-0).**

Draft

1 **Consent Agenda Item #4** Souhegan Cooperative School Board

2 Monday, Feb 3<sup>rd</sup>, 2020

3 Meeting Minutes- Not Approved

4  
5 Attendance:

6 Administration: Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent,  
7 and Michele Croteau- SAU #39 Business Administrator.

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

10 I. Call to Order

11 **Chair of the Souhegan Cooperative School Board, Mr. Jim Manning, called the meeting to**  
12 **order at 6:56PM.**

13 II. Discussion

14 **Mr. Steve Coughlan motioned to support warrant article #2 Operating Budget: Article 2.**  
15 **Shall the Souhegan Cooperative School District raise and appropriate as an operating**  
16 **budget, not including appropriations by special warrant articles and other appropriations**  
17 **voted separately, the amounts set forth on the budget posted with the warrant or as**  
18 **amended by vote of the first session, for the purposes set forth therein, totaling eighteen**  
19 **million, three hundred and seventy-seven thousand, four hundred and seven dollars**  
20 **(\$18,377,407)? Should this article be defeated, the default budget shall be eighteen million,**  
21 **three hundred and seventy-one thousand, six hundred and fifty-one dollars (\$18,371,651),**  
22 **which is the same as last year, with certain adjustments required by previous action of the**  
23 **Souhegan Cooperative School District or by law; or the governing body may hold one**  
24 **special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised**  
25 **operating budget only? Majority vote required. Mr. David Chen seconded the motion. The**  
26 **vote was unanimous. Motion passed. (7-0)**

27 **Mr. Steve Coughlan motioned to support warrant article #3 PPC Agreement: Shall the**  
28 **Souhegan Cooperative School District vote to approve the costs included in the agreement**  
29 **between the Souhegan Cooperative School Board and the professional and support staff of**  
30 **Souhegan Cooperative High School which calls for the following increases in salaries and**  
31 **benefits at current staffing levels:**

<u>Fiscal Year</u>	<u>Estimated Increase</u>
<u>2020-2021</u>	<u>\$299,102</u>
<u>2021-2022</u>	<u>\$298,994</u>
<u>2022-2023</u>	<u>\$298,133</u>

36            2023-2024                            \$298,656

37    **and further to raise and appropriate the sum two hundred and ninety-nine thousand, one**  
38    **hundred and two dollars (\$299,102) for the 2020-2021 fiscal year, such sum representing**  
39    **the additional costs attributable to the increase in salaries and benefits over those that**  
40    **would be paid at current staffing levels? Majority vote required. Mr. David Chen seconded**  
41    **the motion. The vote was unanimous. Motion passed. (7-0)**

42    **Mr. Steve Coughlan motioned to support warrant article #4 Capital Maintenance Plan:**  
43    **Article 4. To see if the Souhegan Cooperative School District will vote to raise and**  
44    **appropriate the sum of one hundred thousand dollars (\$100,000) to be added to the School**  
45    **Maintenance Expendable Trust Fund previously established in March 2005? Majority vote**  
46    **required. Mr. David Chen seconded the motion. The vote was unanimous. Motion passed.**  
47    **(7-0)**

48    **At 7:00PM the Board engaged in their FY 2020 Deliberative Session.**

Draft



Consent Agenda Item #5

# MEMO



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

---

**Date:** 02/18/20  
**To:** Adam Steel, Superintendent of Schools  
**From:** Sarah Jardim-Lee, Accountant  
**Re:** Unanticipated Revenue

---

Unanticipated revenue in the amount of \$2,250.00 has been received by the Souhegan Cooperative School District this month.

**Requested Board Actions**

1. Motion: To accept unanticipated revenue in the amount of \$2,250.00 from the Assessment Learning Project in support of PACE. These funds shall be accepted into the Special Revenue Fund.

## Sarah Jardim-Lee

---

**From:** Katie Hannan  
**Sent:** Monday, December 16, 2019 11:48 AM  
**To:** Kathy White; Natalie Berger  
**Cc:** Sarah Jardim-Lee  
**Subject:** RE: ALP Travel Stipend

Hi Kathy,

Those funds will need to be accepted by the Board. I've copied Sarah to process it for the next Board packet.

Thanks,  
Katie

---

**From:** Kathy White <kwhite@sprise.com>  
**Sent:** Monday, December 16, 2019 11:08 AM  
**To:** Katie Hannan <khannan@sprise.com>  
**Cc:** Natalie Berger <nberger@sprise.com>  
**Subject:** ALP Travel Stipend

Hi Katie,

Three teachers will attend the Assessment for Learning Conference in San Diego this February. Their attendance is funded by the Assessment for Learning Project (ALP). Tony Siddall the project manager indicated that the reimbursement for the travel portion will be in the form of a stipend sent to the school district. The amount of the stipend will be \$2250 (\$750 per teacher). The expenses for the conference and the hotel are prepaid by ALP. The teachers are aware that they will pay for the travel and submit for reimbursement and when they enter their activity request into Frontline will indicate that the expenses are covered by a grant.

Other than giving you notice that the money to support the costs will be sent to us by ALP, after the conference ends, is there anything else that we need to do on our end?

Thanks,  
Kathy

*Kathy White*

**Dean of Faculty**  
Souhegan High School  
603-673-9940 Ex 6312  
<mailto:kwhite@sprise.com>  
[SHS Web Site](#)



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## AMHERST, MONT VERNON, and SOUHEGAN POLICY

### Consent Agenda Item #6

#### JIH - STUDENT SEARCHES AND THEIR PROPERTY

##### *Category R*

The superintendent, principal, security personnel of the school or other authorized personnel as designated by the superintendent may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; prohibited electronic devices; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.
3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.
6. Whenever possible, two authorized persons shall be present during any search of a student or student property.
7. The Superintendent is authorized to arrange for the use of trained canines to aid in the search process.
8. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and

## **AMHERST, MONT VERNON, and SOUHEGAN POLICY**

held for release to proper authority.

In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.

Searches of student automobiles are governed by Board Policy JIHB.

### **Legal References:**

*NH Constitution, Pt. 1, Art. 19*

*State v. Drake, 139 NH 662 (1995)*

*State v. Tinkham, 143 NH 73 (1998)*

*Appendix JIH-R*

Souhegan Cooperative School Board

Monday, March 2<sup>nd</sup>, 2020

First Reading Policies KFA- Public Conduct on School  
Property

And JIC- Student Conduct.

**AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY**  
**First Reading Policy**

**KFA - PUBLIC CONDUCT ON SCHOOL PROPERTY**

*Category: Recommended*

For purposes of this policy, "school property" means any buildings, vehicles, property, land, or facilities used for school purposes or school-sponsored events, whether public or private.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any New Hampshire law, or town or county ordinance;
5. Smoking, vaping, or otherwise using tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. Operate a motor vehicle in violation of an authorized District employee's directive or posted road signs.
10. Violate other District policies or regulations, or an authorized District employee's directive.

Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds. Law enforcement officials may be contacted at the discretion of the supervising district employee if such employee believes it necessary.

Additionally, the District reserves the right to issue "no trespass" letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district's educational purpose.

**Legal References:**

*RSA 193:11, Disturbance*

*RSA 635:2, Criminal Trespass*

## AMHERST, MONT VERNON, and SOUHEGAN POLICY

### First Reading

## JIC - STUDENT CONDUCT

*Category: Recommended*

*Related Policies: JICD, JICDD, JICK*

### **Student conduct is to adhere to the following behavioral expectations:**

1. Respect and encourage the right to teach and the right to learn at all times.
2. Be actively engaged in the learning; ask questions, collaborate, and seek solutions.
3. Be on time to fulfill your daily commitments.
4. Be appropriate; demonstrate behavior that is considerate of the community, the campus, and yourself.
5. Be truthful; communicate honestly.
6. Be responsible and accountable for your choices.

#### ***A. General Conduct Standards and Disciplinary Concepts.***

Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other Board policies or is otherwise inappropriate is prohibited. Students are expected to maintain appropriate classroom behavior that allows teachers and staff to perform their professional duties effectively and without disruption.

Students will conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others, while on School District property or on property within the jurisdiction of the School District; while on school owned and/or operated school or chartered vehicles; and/or while attending or engaged in school activities. Students may also be disciplined for off-campus behavior in accordance with the provisions of Policies [JICDD](#) and [JICK](#).

Terms, and levels of discipline are established in Policy [JICD](#), as are the due process procedures to be afforded relative to each level of discipline. Disciplinary measures as defined in that policy include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.



**JIC - STUDENT CONDUCT**

***B. Implementation and Notice.***

The School Board delegates to the Superintendent the responsibility of adopting and implementing such age-appropriate rules and regulations for each school as he/she, in consultation with the appropriate building Principal, deems necessary to implement this policy.

The content of RSA 193:13, this policy, and any such rules and regulations adopted hereunder, shall be printed in the student handbook(s) and distributed to all students, and parents/guardians. The Superintendent shall also assure that this policy, the content of 193:13, and any such rules and regulations adopted under this policy are made available on the District's website, with additional notice provided to the student body as the Superintendent or building Principal deems appropriate (e.g., periodic postings and notices).

Rules and regulations adopted and published under this policy will be deemed to be regulations and policies of the School Board and maintained as School Board records. The Superintendent shall provide to the School Board copies of all student handbook(s), and other rules and the regulations adopted under this policy. The School Board retains the authority to modify, supersede, or suspend any such rules and regulations consistent with the Board's statutory authority, and other Board policies regarding review of administrative rules, regulations and procedures.

***C. Parental Notification of Simple Assaults.***

Pursuant to RSA 193-D:4, I (b), the Superintendent is directed to adopt and implement procedures to require timely notice to the parents/guardians of any student (victim or perpetrator) involved in a simple assault occurring during the school day or during any school sponsored activity, when such simple assault causes: any form of bodily injury, including bruising or discoloration, or would otherwise constitute a disciplinable offense under either District or building rules of conduct. For purposes of this policy, "simple assault" shall have the same meaning as that provided in RSA 631:2-a (a simple assault occurs when one purposefully or knowingly causes bodily injury or unprivileged physical contact to another; or recklessly causes bodily injury to another or negligently causes bodily injury to another by means of a deadly weapon).

***D. Disciplinary Removal of Students with Disabilities.***

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

## AMHERST, MONT VERNON, and SOUHEGAN POLICY

### JIC - STUDENT CONDUCT

#### Legal References:

*RSA 193:13, Suspension and Expulsion of Pupils*

*RSA 193-D:4, Written Report Required*

*RSA 631:2-a, Simple Assault*

*NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline*

*NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate*

*NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary Procedures*

Revised: November 18, 2019 (JICD)

Adopted: October 16, 2008 (Souhegan – JICD)