

1 Souhegan Cooperative Board Meeting

2 Thursday, October 24<sup>th</sup> 2019

3 Meeting Minutes- Approved 11 18 19

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant  
6 Superintendent, Bill Hagen- Principal SHS, and Meg Beauchamp- Director of Student Services

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

9 Souhegan Advisory Finance Committee: Martin Goulet, Chairman, and Jeanne Ludt,  
10 Continuing-Amherst (2018 alternate appointed full member) (2019),

11 SHS Student Videographer: Shannon Hargreaves

12 Board Minutes: Danae A. Marotta

13 Public: SHS Students, Lily Hipp, Alexa Leary, Curtis Redd and Alex Walulik, Delaney  
14 Facques, SHS Community Council Liaison, Stephanie Grund, Amherst NH, and Community  
15 Members.

16 I. Call to Order

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

18 II. Public Input I of II

19 No Public Comment

20 III. Superintendent's Report

21 Superintendent Steel then noted if it was ok with Chairman Manning, he would like the students  
22 to give their HYPE Presentation,

23 Principal of SHS, Mr. Bill Hagen, then introduced members of Souhegan High School's Ethics  
24 Forum Leadership Team, Ms. Lily Hipp, Ms. Alexa Leary, Mr. Curtis Redd and Mr. Alex  
25 Walulik.

26 He then discussed the purpose and initiatives of the team.

27 One student then explained that this year they have about 45 students and they have a list of  
28 things that they are doing around the month.

29 Another student then explained that they want to rebrand their leadership initiative. Other  
30 schools want to form their own leadership groups, and several have reached out to them. 75  
31 schools are part of their coalition and want to be involved in student leadership.

32 One student then discussed their recent visits to mini conferences. In January, the University of  
33 New Orleans will be visiting.

34 Mr. Walulik then gave the HYPE overview. He discussed that HYPE gives students the  
 35 opportunity for high school students to have meaningful, philosophical discussions. It was  
 36 created, designed and led by high school students for high school students. The greater New  
 37 England Region is under the guidance of St. Anselm's College Center for Ethics. The HYPE  
 38 event takes place at UNH, Durham.

39 He then reviewed the HYPE Questions, including the question for 2019: "What role does media  
 40 play in our society?". It is different each year, and you don't know what you are going to get  
 41 once you get there.

42 Mr. Redd then explained that the Hope for Gus Foundation was started by Souhegan High  
 43 School faculty member Mr. Steve Dreher and his wife Tonya. Their son, Gus, has Duchenne's  
 44 Muscular Dystrophy (DMD), a debilitating disease that causes the muscles of young boys to  
 45 weaken year after year. The disease is terminal. The foundation raises money for research in  
 46 treatments for all boys with DMD, and there have been breakthroughs recently which could  
 47 potentially treat Gus and many other boys who suffer with him. Later this year, they will have  
 48 raised over \$100,000, not including the game scheduled for later this year.

49 Mr. Walulik then noted the 2019/2020 events. He added that at the end of the day they are  
 50 creating a better environment and a better world.

51 He then noted their website: [ethicsforum.sau39.org](http://ethicsforum.sau39.org)

52 Ms. Facey gave her support for the program and asked the students what skills they have gained  
 53 through this experience for college and beyond.

54 Ms. Leary explained that she has gained leadership skills and Mr. Walulik replied that he is  
 55 more comfortable in social situations.

56 Mr. Manning asked about the 4 schools that have approached them to build their own Leadership  
 57 Group.

58 Mr. Redd replied, Stevens, Belmont, Kearsarge. He is not sure about the last one.

59 The acronym HYPE stands for Hosting Young Philosophy Enthusiasts.

#### 60 Transcripts and Reporting

61 Superintendent Steel then discussed that he wanted to provide an update on Transcripts and  
 62 Reporting.

- 63 • Transition plan includes only freshman having score reports that are different from last  
 64 year, but are in the same format as what was received in 8<sup>th</sup> grade.
- 65 • They will be providing a translated score for each course on the semester and year-end  
 66 report cards in the typical GPA format. That is a shift from what they were doing before.  
 67 Principal Hagen has been doing a wonderful job with this process and he feels confident.
- 68 • Progress Reports for grades 10-12 will look the same as they did last year and will  
 69 include comments.

70 Mr. Chen asked when they will see a first pass at the school profile.

71 Principal Hagen replied that is in draft form and they can bring it to the next meeting.

72 Mr. Manning asked if the full Community Council has seen the transcript and school profile yet.

73 Principal Hagen replied that the Counseling Department is working on the profile and the data  
74 that goes into the profile. That typically is a description of your school. With the Transcript, they  
75 are still working on it and he does not believe that they have seen it yet.

#### 76 Class Size and Master Schedule Analysis

77 Mr. Steel discussed that they have been doing a lot of analysis in regard to the Master Schedule.  
78 The Board had asked him to look at AP classes.

79 First, this is room utilization by period. There is no 9<sup>th</sup> period so you can just disregard that. As  
80 you can see Period 5 has the highest utilization.

81 Next, Superintendent Steel reviewed Teacher Class Load (FTE) Distribution. (This does not  
82 include Advisory.) He then added that the teachers that are listed as 0-2 are largely in Special  
83 Education or paid on a different schedule.

84 He then explained the chart Teacher Student Load. This is a ratio that they talk a lot about. A  
85 majority of the teachers are right in the middle with 70-110.

86 He next noted the class count by enrollment range. Many of the classes have between 20 and 24  
87 and some have lower than 15.

88 He then reviewed some basic facts.

- 89 • Room utilization is slightly below a typical high school target utilization of 80-85%.
- 90 • When accounting for Specialists, teacher course loads are appropriate.
- 91 • Student-facing without Advisory and Specialists was 77.7 last year, just slightly below  
92 the target of 80.
- 93 • Section sizes for non- special courses are near targets with smaller than target class sizes,  
94 mostly in AP or capstone courses.

95 He then concluded that the existing schedule design, (3 day- rotating) schedule with a skinny  
96 block) may not be the most efficient design for a schedule, some additional efficiencies exists  
97 both in room utilization, student-facing loads and class sizes. Care needs to be exercised to  
98 maintain current capstone and AP course offerings without creating unintended consequences.  
99 Souhegan will continue their study of their schedule this Fall to determine if a more efficient  
100 design is possible. Lastly, the FY 21 Budget will be updated to reflect changes to the Master  
101 Schedule.

102 He then read the Board Motion “The Souhegan Cooperative School Board, directs the  
103 Superintendent, Mr. Adam Steel, to prepare a plan for the Advanced Placement (AP) courses for  
104 the school years 2019-2020, 2020-21 and beyond. The plan will include all AP courses in the

105 2019-2020 Program of Studies, with a feasibility assessment for as early as this fall 2019. Ms.  
106 Facey seconded. The vote was unanimous, motion passed.”

107 He read the steps that followed: this included meeting with several SHS faculty in the spring to  
108 discuss, impact, situation, etc., collaborating with Mr. Steve Frades to complete Master Schedule  
109 analysis, and meeting with Hollis/Brookline to determine if any opportunities exist.

110 He explained the AP Class size ranges.

111 Superintendent Steel concluded that with adjustments to the Master Schedule and a commitment  
112 to continue capstone courses with less than the minimum number of 15 students, they can  
113 continue to offer their existing AP courses and may have opportunity to expand offerings over  
114 the next 2-3 years. He added that all these topics are related and wanted to provide context. They  
115 have paused the collaboration at this time with H/B due to scheduling conflicts but will continue  
116 the conversation.

117 Mr. Chen asked about other courses that are below 9 that are not AP courses.

118 Principal Hagen added that class rotation is a strategy that they have used, and you have to make  
119 it public in your program of studies.

120 Mr. Manning asked for Board comments and questions.

121 There were no other questions or comments and the Board thanked Superintendent Steel.

#### 122 IV. Principal's Report

123 Mr. Hagen noted that Community Service is going strong. They have a number of Advisories  
124 that are taking advantage of Community Service and it just one avenue.

125 He then noted that students left classes to participate in an international movement by youth in  
126 support of changes needed to positively impact the environment. The local movement was  
127 spearheaded by a SHS senior and supported by students from the environmental club at SHS. A  
128 student speaker was invited to address the student body. Her message was about activism and its  
129 importance in supporting something you are passionate about. The students also heard from a  
130 Souhegan senior whose message was about how SHS students support changes in behavior that  
131 will impact the environment. It was well organized and very respectful. He was very impressed.

132 Mr. Chen asked about the data that Superintendent Steel used and if it will be updated.

133 Mr. Steel replied that yes, they are using that as well.

134 The Board thanked Principal Hagen.

#### 135 V. Committee Updates

136 Ms. Facey remarked that the Principal Search Committee met last Friday and Ms. Peggy Silva is  
137 leading that group. They have looked at what they feel is important in a Principal and will soon  
138 start a nationwide search. She will have more information next month as it progresses.

139 She then asked the Board to let her know if they have questions or comments as she is the Board  
140 Representative.

141 Mr. Steel added that SHS Students, Ms. Delaney Facques and Ms. Georgia Craven, are also a  
142 part of the committee.

143 Mr. Coughlan mentioned that the Constitutional Interpretation Committee had their first meeting  
144 today.

145 He added that PPC had met this afternoon, and he would like to have a brief Non-Public Session  
146 at the end of their meeting consistent with NH RSA 91: A.

147 The Board thanked Ms. Facey and Mr. Coughlan.

#### 148 VI. Community Council Update

149 Ms. Delaney Facques, Community Council Liaison, remarked that they are discussing a parking  
150 lot proposal. This will allow the parking lot to be accessed on a first come first serve basis.  
151 Second, they are waiting for a transcript to be brought to them for review. Last, they realized  
152 that the later start time is a District decision and they are looking for clarification for CC next  
153 steps. She then asked if the Board would like them to get student feedback.

154 Superintendent Steel replied that he reached out to Chair of the School Start Time Committee,  
155 Mr. Dan Wyborney, earlier today and they are planning on reaching out to CC leadership. They  
156 need CC to help sort out some challenges.

157 The Board thanked Ms. Facques.

#### 158 VII. Consent Agenda

159 **Mr. Grondstra motioned to accept the Consent Agenda items 1. Draft Minutes 09 23 19, 2.**  
160 **Budget Transfer 2019 007, 3. Sept 2019 Treasurer's Report and 4. SHS New Orleans Music**  
161 **Trip 2020. Ms. Facey seconded the motion. The vote was unanimous, motion passed.**

#### 162 VIII. FY 21 Budget- First Draft

163 Superintendent Steel noted that this is a work in progress and a first draft.

164 He then highlighted that projected enrollment is likely to drop by 25 students.

165 The Default budget is increased 3.8% (\$682,087). Special Education \$365K Benefits (Health)  
166 \$363K, everything else (\$-46K) and it will require a further review of one-time items in the  
167 default.

168 The Proposed budget is effectively the same (\$-375). As mentioned earlier, additional Master  
169 Schedule efficiency is still being reviewed and may result in a lower default and proposed  
170 budget. There is no reduction in the teaching staff yet. They have offered an early retirement  
171 incentive.

172 He then reviewed the enrollment, noting that next year's 4<sup>th</sup> grade is a fairly large class.

173 He then reviewed the Budget Calculation. He then explained the accounting issue with School  
174 Nutrition Services Director's salary. He added that through their student services program they  
175 have not only done excellent things for their students but have also saved on out of district costs  
176 (approx. \$6.1M since 2017). He then applauded Student Services Director, Ms. Meg Beauchamp  
177 and her team.

178 Mr. Chen asked about tuitioning in other students for their Special Education programs.

179 Mr. Steel replied, that right now at the middle school they are full. At the high school, they will  
180 not be next year as they are new programs. There may be potential, but that is until they are full.

181 Mr. Torres asked about the SAU assessment in regard to the SNS Director salary.

182 Superintendent Steel then discussed what happens when students go out of district in regard to  
183 the budget calculation.

184 Mr. Torres asked about normalizing the costs.

185 Mr. Steel replied that they do not have control over that.

186 Mr. Chen asked what happens to the tuition.

187 Mr. Steel replied that it is included on the revenue side. He then gave an example of gross  
188 budgeting, per NH RSA 192.

189 Mr. Grondstra asked about the clarification of Special Education students, out-of-district, not  
190 being included in the CPP, however, they do have to account for them in the budget. Budget  
191 goes up and CPP stays down. Whereas here, the budget goes down and CPP goes up.

192 Mr. Steel replied, yes.

193 He then reviewed the Budget by AFC Category and Enrollment vs. Budget Growth chart.

194 Mr. Manning asked if it makes sense to have a tax rate impact over time chart.

195 Mr. Steel replied, yes. He then explained that the tax assessment is what gets raised in local  
196 taxes. He noted that he has been analyzing this since 2012.

197 He finalized his presentation noting that the AFC Committee will begin their work and he will be  
198 happy to answer questions.

199 Ms. Taylor asked about the Special Education budget and the number of students.

200 Mr. Steel replied that they can discuss that in Non-Public Session. He added that they are  
201 projecting for students and it is challenging. They are conservative with how they budget for  
202 Special Ed but do allow for room.

203 Ms. Taylor asked about the Enrollment vs. Budget Growth chart noting that they are uneven  
204 scales.

205 Mr. Chen asked if Mr. Steve Frades can come and talk to the board.

- 206 Mr. Steel noted that he would be happy to invite Mr. Frades. He then added that he can possibly  
207 do a video with him to explain his thoughts on enrollment projections.
- 208 Ms. Taylor asked for clarification on translated GPA.
- 209 Assistant Superintendent, Ms. Christine Landwehrle, replied that they want to translate the Core  
210 Score and as well as the GPA to a format that colleges will understand.
- 211 Ms. Jeanne Ludt, 3 School Street, Amherst NH asked to see a chart of actual vs projected  
212 enrollment. She then asked about getting paired for subcommittee assignments.
- 213 Mr. Manning asked for budget questions.
- 214 Mr. Coughlan asked about the budget sheet.
- 215 Mr. Manning added that it should be in their inbox.
- 216 Mr. Martin Goulet asked about the subcommittee assignments.
- 217 Mr. Manning replied that they will discuss this tonight.
- 218 The Board thanked Superintendent Steel and Ms. Ludt for her comments.
- 219 IX. First Reading Policies- from SAU 09 19 19 Meeting
- 220 Mr. Steel remarked that these have been reviewed at the SAU level and have been approved.
- 221 Ms. Taylor asked Mr. Coughlan how does BDD differ from State Law and why.
- 222 Mr. Coughlan replied that it does not differ from State Law. He then noted that he will look it up.
- 223 Mr. Steel replied that NH 302.02, and some are matching up exactly. He then referenced ED  
224 30203
- 225 Mr. Manning asked if they took this from the NHSBA template.
- 226 Ms. Landwehrle noted that they did start with that template. She added that she can bring more  
227 information for the Board next month.
- 228 Mr. Torres asked about process for Expulsion for a student carrying a folding knife.
- 229 Mr. Steel noted that this comes from RSA 193: D.
- 230 Mr. Manning asked if the law has changed in regard to non-pupils coming on to school property  
231 with a firearm of any type.
- 232 Mr. Steel replied, yes, a few years ago.
- 233 Mr. Manning clarified that they cannot remove a citizen from school property with a firearm but  
234 can expel a student with a pellet gun.
- 235 Mr. Steel replied, yes.
- 236 Mr. Chen asked if CC has anything to do with JICK and JICD.

- 237 Mr. Steel replied, no. He then explained that this comes from NH State Law.
- 238 Ms. Facey clarified that CC is not responsible for policy that is the school board.
- 239 Mr. Chen asked about policy that is not written here.
- 240 Mr. Manning added that he is thinking that Mr. Chen wants clarification on CC and School  
241 Board boundaries.
- 242 Ms. Taylor asked about Policy BEDB, she then asked about the timeframe.
- 243 Mr. Steel replied that it is the current practice.
- 244 Mr. Manning suggested that board members should think of the agenda items that they want to  
245 add. He noted that he can discuss that with Superintendent Steel. There is space in the agenda,  
246 around Public Input, where they can discuss issues that arise. That is the discretion of the Chair.
- 247 Mr. Chen added that he looks at the agenda packet and some of these things are regular business  
248 practice issues.
- 249 Mr. Manning noted that he should go back and review the motions. If there are more consistent  
250 things, they should email him. He then noted that they can post things on the Trello Board.
- 251 Mr. Torres asked if any non-pupil or non-staff member can walk up to the school with a firearm.
- 252 Mr. Steel replied, yes. He then noted that they at one point they were required to have Pistol  
253 Permits at the local level although is unsure of the age requirement.
- 254 Mr. Torres added that they have no mechanism to verify that.
- 255 Mr. Manning added that they can technically have a student drop out of school from another  
256 school district and they cannot disarm them if they have a Pistol Permit.
- 257 Mr. Steel added that is one very important reason why he does not have school on national  
258 election days.
- 259 Mr. Manning replied, yes, that makes sense.
- 260 Mr. Chen noted that Policy BGA has a typo. He then asked about the laptops that they give to the  
261 students.
- 262 Mr. Steel replied that until the moment that they are handed to the students they are still school  
263 property.
- 264 Mr. Manning asked for any other questions or comments about the policies.
- 265 There were no further Board comments or questions.
- 266 Superintendent Steel noted that those policies will be consent agenda next month for approval.
- 267 X. Assessment Update
- 268 Ms. Landwehrle noted that she has provided the Board with a memo on NHSAS and OCED  
269 PISA results. she will be happy to answer questions.



- 270 Mr. Chen asked if they can identify the top 5 of districts to compare themselves to. He added  
271 that their goal is to be measured against the top 5.
- 272 Mr. Steel replied that they should identify those exemplar districts and consistently measure  
273 themselves against those districts.
- 274 Mr. Chen added that it is in their goals.
- 275 Ms. Landwehrle noted that she does use the same towns.
- 276 Mr. Chen noted that they should have a quick discussion on it. He then proposed that they use  
277 Bedford, Hollis/ Brookline Exeter, and Hanover.
- 278 Mr. Coughlan asked if they should pick the metric.
- 279 Discussion ensued.
- 280 Mr. Chen mentioned that they should keep it consistent.
- 281 Mr. Manning asked if the Board had questions on the PISA portion.
- 282 Mr. Coughlan remarked that the Science assessment portion is different every few years.
- 283 Ms. Landwehrle replied that they have very strong positive data from the PISA results.
- 284 Mr. Coughlan asked if they have any faith in the organization that runs NHSAS (AIR).
- 285 Ms. Landwehrle explained that AIR is administering and overseeing. It opened up the item bank  
286 from moving from Smarter Balanced to NHSAS.
- 287 Mr. Torres commented on the positive test results of the SAT.
- 288 Ms. Landwehrle explained that it is their thinking that students are more invested in the SAT  
289 assessment.
- 290 Mr. Chen noted that she is making the claim that the other schools are more motivated.
- 291 Mr. Hagen replied that it does makes a difference when students know that scores are going on  
292 the transcripts. He added that the PSAT also contributes to students doing better on the SAT.  
293 He knows of schools that give out Chrome Books so students will take assessments seriously.
- 294 Ms. Landwehrle added that they encouraged their students to do well.
- 295 Ms. Taylor noted that the students (Juniors) who took the SAT in 2017 and 2018 were part of a  
middle school emphasis on Math while in middle school.
- 296 The Board thanked Ms. Landwehrle.
- 297 XI. Board Goals Discussion
- 298 Mr. Manning noted that they need to have a discussion on Board Goals. They have been going  
299 through strategy stuff and a lot of things that are a priority. He then asked the Board if they  
300 commit to goals now or wait until after March.
- 301 Mr. Torres suggested that they wait until after the budget cycle.

- 302 Mr. Chen added that there were a lot of goals that were in the Strategic Vision and they should  
303 be included now.
- 304 Ms. Facey commented that it makes sense for their board goals to align with the goals in the  
305 Strategic Vision.
- 306 Mr. Steel then reviewed the Key Measures. In the long term, it is percentage of students that  
307 meet their plans, 70% of voter support each March, Statewide rankings on high stakes test should  
308 be highly competitive balanced with the individual growth of students and last, qualitative  
309 measurements by their stakeholders (how do people feel about their school system).
- 310 Ms. Facey asked for the Superintendent to come back with recommendations about the  
311 comparable districts.
- 312 Mr. Manning asked if they can see that in November.
- 313 Superintendent Steel replied, yes.
- 314 Mr. Grondstra asked about dual enrollment.
- 315 Mr. Steel replied that it is too early in the process.
- 316 Ms. Taylor asked about the overall goals. She asked how much he can share with the Board  
317 before they get rolled out.
- 318 Mr. Steel replied that is why it is a Strategic Vision. The plan part is the details and the Board  
319 needs to be in support.
- 320 Mr. Grondstra mentioned that the longer-term goals could have financial impacts. He wants to  
321 make sure that they are taking those proper steps now.
- 322 Mr. Steel noted that they have 4 major initiatives SAU wide, 1. completing their transition to  
323 standards based grading, 2. MTSS, (Multi-Tiered System of Supports) 3. investigating an  
324 Anchoring Adult and 4. Student Success Planning piece. None of those have a budgetary impact  
325 right now, however, they will when they go from research to next steps.
- 326 Mr. Chen asked if they can schedule a working session on the budget.
- 327 Mr. Steel asked the Board if they want to use their November 18<sup>th</sup> meeting.
- 328 The Board agreed.
- 329 Ms. Facey agreed with Superintendent Steel and added that the public is invited.
- 330 Mr. Manning then read the list of subcommittees:
- 331 • Curriculum- Mr. Manning
  - 332 • Special Education- Mr. Coughlan
  - 333 • Administration- Mr. Torres
  - 334 • Athletics- Mr. Grondstra
  - 335 • Technology- Mr. Chen
  - 336 • Facilities- Ms. Taylor

- 337 • Food/Transportation- Ms. Facey

338

## 339 XII. Board Correspondence I of II

340 *Sent from James Manning on Thu 10/17/2019 10:26 PM*

341 *“FYI - Michele checked with our auditors. Although it is not typically done, the board CAN still*  
 342 *encumber funds for projects using last years’ funds, in this case \$1.2M. I am going to add a*  
 343 *discussion about this at the board meeting this evening barring any major objections.*

344 *Jim”*

## 345 Board Correspondence II of II

346 *Sent from David Chen on Thu 10/24/2019 11:18 AM*

347 *“In addition to the attached agenda, I would like to hear an update on the School Profile, the*  
 348 *analysis done on the Master Schedule, a proposal on how to handle our AP classes, and a*  
 349 *forecast of the UFB and projects.*

350 *It has been two board meetings since we voted to have the administration provide an update to*  
 351 *the School Profile.*

352 *We are starting the budgeting process and the board was told that an analysis of the Master*  
 353 *Schedule would be completed. Missing a presentation on the master schedule would be going*  
 354 *into another budget cycle without this analysis.*

355 *The Board asked how we can maintain the list of AP classes in the Program of Studies. Where*  
 356 *does this stand and where are we headed? Where does Dual Enrollment stand? What are the*  
 357 *tradeoffs between Dual Enrollment and AP classes?*

358 *When will we see the first forecast of the UFB? And, the start of a list of projects that are*  
 359 *necessary?*

360 *All of the above requests were done with motions that were passed by the board or previous*  
 361 *boards. Can we have at least formal stats reports on these topics as a regular process.”*

## 362 XIII. Non-Public Session

363 **Mr. Grondstra motioned to enter into Non-Public Session RSA 91 A:3 II (a) at 7:52 PM.**364 **Ms. Facey seconded the motion. The vote was unanimous. motion passed.**

365 **Mr. Manning called a Roll Call: Manning-Yes, Grondstra-Yes, Facey- Yes, Torres- Yes,**  
 366 **Taylor- Yes, Coughlan-Yes and Chen- Yes.**

367 **Other persons present during non-public session: None**368 **Description of matters discussed, and final decisions made: PPC Compensation**369 **Mr. Torres motioned to leave non-public session and return to public session. Seconded by**370 **Mr. Chen. The vote was unanimous. motion passed.**

