

1 Souhegan Cooperative Board Meeting

2 Monday, September 23<sup>rd</sup> 2019

3 Meeting Minutes- Approved 10 24 19

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant  
6 Superintendent, Bill Hagen- Principal SHS, Michele Croteau- SAU #39 Business Administrator,  
7 Meg Beauchamp- Director of Student Services, Amy McGuigan- Instructional Coach SHS and  
8 Chair of the NEASC Self-Study Process, and Brad Freeman- Network Administrator.

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

11 Souhegan Advisory Finance Committee: Martin Goulet, Chairman, Continuing-Amherst (2017),  
12 John Stover, Continuing-Amherst (2018), Charlie York, Continuing-Mont Vernon (2018), Peg  
13 Harris, Continuing-Amherst (2017), Jeanne Ludt, Continuing-Amherst (2018 alternate appointed  
14 full member) (2019), Joel Gordon, Appointed full member (2019). *Alternates-* Dan Veilleux,  
15 appointed alternate (2019), Mark Vincent, appointed alternate (2019), John Bowkett, appointed  
16 alternate (2019)

17 SHS Student Videographer: Shannon Hargreaves

18 Board Minutes: Danae Marotta

19 Public: Delaney Facques, SHS Community Council Liaison, Stephanie Grund, Amherst NH,  
20 SHS Students and Community Members

21 I. Call to Order

22 **Chair of the Souhegan Cooperative School Board, Mr. Jim Manning, called the meeting to**  
23 **order at 6:02PM**

24 II. Souhegan Advisory Finance Committee Briefing

25 SAU #39 Business Administrator, Ms. Michele Croteau, discussed that she had been asked to  
26 provide a summary of the fiscal year 19' activity for the Souhegan Advisory Finance Committee.

27 She then noted that she will review information. As you look and formulate questions, she will  
28 be happy to respond to them at that time. She then explained that the Total Unreserved Fund  
29 Balance is \$1,251,193.75 and \$32,108.34 that is taken out for Encumbrances.

30 She then explained what makes up the Unreserved Fund Balance:

- 31 • FY 19 Revenue Exceeding Budget
- 32 • FY 19 Expenditures less than budget
- 33 • Adjustment to UFB YE 06 30 19

34 She then reviewed the accounting structure. They first look at salaries, employee benefits,  
35 professional services, property services, other purchased services, supplies, utilities, books and  
36 software, equipment, dues, fees and interest and fund transfers.

37 She then explained the Revenue Report and the Report of Expenditure by Object.

38 She noted that the Expenditure by Function shows the same amount.

39 Ms. Croteau showed the Board that you can drill down into specific account numbers.

40 She went back to the Fund Balance noting that almost 30% (27.82%) is generated from  
41 unanticipated revenue and 68.67% is from savings on the expenditure side.

42 She added that she will be happy to share that file with the AFC.

43 Mr. Manning asked for Board questions.

44 Mr. Torres asked about last year's budget. He then asked about the savings and how that was  
45 generated.

46 Ms. Croteau noted that there were some intentional shifts to create some savings and some  
47 planned expenditures that were not needed.

48 Mr. Torres emphasized that there is great volatility with the budget.

49 Mr. Croteau agreed, adding that you can use reserved funds to put aside funds that will stay from  
50 year to year to and that can help you budget more conservatively and there are some categories  
51 that one change that can be significant.

52 Mr. Chen commented that he has been asking for this for a long time, multiple years. He then  
53 noted Special Education doesn't all occur in the last two months of the year and they should be  
54 able to forecast that.

55 Superintendent Steel agreed, adding that they provide the Board updates every quarter and that  
56 does include a forecast on their unassigned fund balance. This past year they were too  
57 conservative with their forecasts.

58 Mr. Chen asked for the average amount of the Unexpended Fund Balance for the past ten years.  
59 He is estimating that it is around \$250- \$280k.

60 Mr. Croteau that she will get back to the Board.

61 Mr. Torres remarked that they are conservative with their estimates.

62 Mr. Grondstra mentioned that it is against the law to be over the budget.

63 Superintendent Steel explained they are creating a forecast; it is a not to exceed. It is illegal for  
64 the school district to spend over that amount and they have to add contingency in that forecast.  
65 The budget that they pass is not like a business, a business can spend more as they cannot.

66 Mr. Coughlan added that there are three expendable trusts funds in this district which are  
67 designed to provide funding for unanticipated expenses in three very specific areas where its  
68 most common to have unanticipated expenses.

69 Mr. Manning noted that he would like to open it up to the public including those from the AFC.

70 III. Public Input I of II

71 Ms. Jeanne Ludt, AFC Member, Amherst NH, asked if there was a Warrant Article last year for  
72 a Building Maintenance Fund.

73 Mr. Steel replied, no, it was only the budget.

74 Ms. Ludt asked about the chart from last year noting that it contained a lot of information. She  
75 then noted that this is quite a large amount.

76 Mr. Chen then remarked that he has two motions.

77 **Mr. Chen motioned that the Souhegan Cooperative School Board directs the**  
78 **administration to draft a policy to regularly forecast the Unexpended Fund Balance for the**  
79 **current and all subsequent school years. This draft policy is to be prepared by the next**  
80 **SCSB meeting and at which time the SCSB will consider ratifying this policy. Ms. Taylor**  
81 **seconded the motion.**

82 Mr. Torres asked for Mr. Chen to define “regular reports”.

83 Mr. Chen replied it is up to the Board to decide.

84 Mr. Grondstra asked don’t they typically provide a quarterly report.

85 Superintendent Steel replied, yes, they do report quarterly. He then explained that the two things  
86 they need to do better are first, to project the revenue side better and second, to be more accurate.  
87 He added that there is a balance there.

88 Mr. Manning noted that Mr. Chen wants updates. He then remarked that he is not sure if that has  
89 been answered.

90 Mr. Chen agreed.

91 Mr. Steel remarked that they do provide financial updates and will continue to do so.

92 Mr. Coughlan noted that it should go through the Policy Committee process.

93 Mr. Chen asked when will they see the plan.

94 Superintendent Steel replied, Oct, Jan, Apr, and May/June.

95 Mr. Grondstra recommended Mr. Chen to table his motion so that the Policy Committee can  
96 tailor it to Mr. Chen’s specifications.

97 Ms. Facey suggested that it should be rewritten and sent to the Policy Committee. Mr. John  
98 Glover is Chair of that committee. She agreed that it should go through the Policy Committee  
99 process for all districts.

100 **Mr. Coughlan added the amendment to change the last sentence to “this draft policy to be**  
101 **recommended to all districts by the SAU Policy Committee”.**

102 **Mr. Chen motioned that the Souhegan Cooperative School Board directs the**  
103 **administration to draft a policy to regularly forecast the Unexpended Fund Balance for the**  
104 **current and all subsequent school years. This draft policy to be recommended to all**  
105 **districts by the SAU Policy Committee. Ms. Taylor seconded the motion. The vote was**  
106 **unanimous, motion passed.**

107 Mr. Manning then remarked that the AFC has been waiting to give their briefing.

108 Mr. Chen read motion #2- Shovel Ready Projects.

109 **Mr. Chen motioned that the Souhegan Cooperative School Board directs the**  
110 **administration to prepare and obtain cost estimates for necessary projects for which**  
111 **expenditures are not included in the current fiscal year budget. At various times, during**  
112 **the fiscal year, the SCSB may consider prioritizing and voting for these projects. The SCSB**  
113 **shall always consider necessary projects in the last school board meeting of the fiscal year**  
114 **which may be executed with Unexpended Fund Balance and will make this a regular**  
115 **business practice. Mr. Grondstra seconded the motion.**

116 Mr. Manning asked the Board for feedback.

117 Ms. Facey asked for clarification.

118 Mr. Chen noted that a few years ago they had an issue with the bathrooms in the Annex. They  
119 got to the last board meeting and then passed it.

120 Ms. Facey commented that she feels a strong obligation to return these funds to the taxpayers as  
121 savings in unanticipated revenue and not projects that they consider during the year.

122 Mr. Grondstra agreed with Ms. Facey. He then gave the example of work in 2010. It is great to  
123 return money to the taxpayers, but it is also great to get projects completed.

124 Mr. Chen replied that he agrees with giving money back to the taxpayer. He then added that it is  
125 the Board’s decision to make and for the Administration to present those projects to the Board.  
126 That is what it is really trying to say.

127 Mr. Torres remarked that he agrees with Mr. Chen.

128 Ms. Facey remarked that she understands what Mr. Chen is saying and does not want to create a  
129 slush fund routine. She noted that having information with projects is useful and urged the Board  
130 to exercise discretion.

131 Mr. Steel discussed that two things need to happen. First, they need a mechanism for unexpected  
132 projects that come up during the course of the year. Second, that they need a long term capital  
133 maintenance plan for this building and their other buildings. They need to have that  
134 conversation.

135 There are three areas academic/facilities need that might be considered by the board, 1. Science  
136 classrooms (too small and inadequate), 2. HVAC (Control system for HVAC in the Annex) and  
137 3. Locker Room facilities.

138 Lastly, it is possible to encumber funds after the fact as long as the tax rate had not been set.

139 He then explained what the Mont Vernon School Board has been doing.

140 Ms. Croteau clarified that you cannot expend funds in that category if it was not budgeted.

141 Mr. Manning read the motion again for the Board.

142 Ms. Facey asked if there was room for discussion for an amendment. These are items that they  
143 are looking at doing. It seems very rushed.

144 Mr. Grondstra read "At various times". He then asked if that resolves Ms. Facey's concern.

145 Mr. Manning emphasized that he will be voting no on motion #2. He will not support any money  
146 that falls into their laps as a Christmas present. The locker room, and other projects should be  
147 presented to the taxpayers. It is irresponsible and he will not support it as an amendment. It is  
148 their responsibility as a Board to be planning and put it in a transparent way, as a budget  
149 presentation, like full day K. If they feel strongly enough, they need to present it to the taxpayers.

150 He then called for a vote on motion #2.

151 **Mr. Chen motioned that the Souhegan Cooperative School Board directs the**  
152 **administration to prepare and obtain cost estimates for necessary projects for which**  
153 **expenditures are not included in the current fiscal year budget. At various times, during**  
154 **the fiscal year, the SCSB may consider prioritizing and voting for these projects. The SCSB**  
155 **shall always consider necessary projects in the last school board meeting of the fiscal year**  
156 **which may be executed with Unexpended Fund Balance and will make this a regular**  
157 **business practice. Mr. Grondstra seconded the motion. 2 opposed (Ms. Facey and Mr.**  
158 **Manning) with 1 abstention (Mr. Torres) Motion passes.**

159 IV. Souhegan Advisory Committee Introductions

160 Mr. George Bower, Moderator, AFC, explained that his responsibility is to appoint members to  
161 the AFC and organize it and get it moving. They have met the first time and have elected Mr.  
162 Martin Goulet as Chair for a second year.

163 He then reviewed the committee members, 5 from Amherst and 2 from Mont Vernon. They are  
164 also fortunate enough to have three alternates.

165 Mr. Gordon, (member), and Mr. Veilleux, (alternate), both introduced themselves.

166 Mr. Bower then explained that he served on the AFC previously and suggested a series of  
167 briefings for the committee members. Tonight was the first night with Ms. Croteau giving  
168 background information. Second, is briefing on the strategic plan for the district. The third  
169 briefing involves hearing information from the Town.

170 Mr. Steel suggested one additional briefing with the ASD, Ways and Means, SCSB and SAFC.  
171 He then asked him if the SAFC would be willing.

172 Mr. Bower replied, yes.

173 Mr. Manning thanked the members of the AFC.

174 V. Superintendent's Report

175 Superintendent Steel explained that Ms. Laura Taylor serves as the CC Representative and  
176 Interpretation Committee Member. Some members believe that it should be someone separate. It  
177 has nothing to do with Ms. Taylor. He then asked for Board feedback.

178 Mr. Coughlan noted that he supports a separate person.

179 Mr. Chen asked for clarification on the SHS Interpretation Committee.

180 Mr. Steel explained that the Interpretation Committee is a judiciary body.

181 Ms. Facey added that it is reasonable to have two separate people.

182 Mr. Manning agreed.

183 Mr. Steel then asked if the Board would like to appoint someone now.

184 Ms. Taylor explained that they are two different roles.

185 Mr. Steel then read the Committee member composition.

186 Mr. Coughlan volunteered to serve on the Interpretation Committee.

187 OECD PISA Results

188 Mr. Steel remarked that they decided to take the OCED PISA. They were very pleased with the  
189 results and will do a deeper dive at a later date.

190 Mr. Manning emphasized how great this news is and suggested that they have a Press Release.

191 Mr. Steel replied that it is being developed.

192 Attire Conversation

193 He then explained that an issue arose about attire with dress code with sports teams. There is no  
194 Board policy other than being appropriately dressed for school. This issue is and it should be  
195 tackled within Community Council. First, he wants to Board to be aware that this issue exists and  
196 second, there was information passed that it was the Boards' fault which it was not. He has been  
197 working with Principal Hagen and Community Council. He noted that he wants the board to be  
198 aware that this is going on.

199 Ms. Facey asked where that directive came to the sports team and why as there is no dress code  
200 policy.

201 The Captain of the Girls Track Team then added that SHS Athletic Director, Mr. Dan Wyborney,  
202 told them that it was a School Board decision. She added that they are now very confused.

203 Ms. Facey added that if there is no policy about dress code then why are students being told what  
204 to wear.

205 Mr. Steel clarified that there is an expectation to dress appropriate for school, that is in the SHS  
206 Handbook. It is not that there is no dress code, it is in the handbook. He then asked the students  
207 if they believe there is conflict in this school about this issue.

208 The students replied, yes.

209 Superintendent Steel added that if there is disagreement in the school, Community Council is a  
210 great place for that.

211 Ms. Delaney Facques, Community Council Liaison, remarked that the main conflict is that the  
212 NHIAA has regulations.

213 Principal Hagen added that the NHIAA has regulations on attire and that is the driver behind  
214 that. He agreed that CC is a great place to resolve it.

215 Mr. Steel clarified that there is nothing that prevents the students from wearing a sports bra at  
216 Cross Country practice tomorrow, unless and until CC, changes that.

217 Mr. Manning also mentioned that no individual board member has power outside of this body.  
218 They operate as a Board.

219 The Board thanked Superintendent Steel.

220 VI. Principals Report

221 Principal of SHS, Mr. Bill Hagen, introduced Ms. Amy McGuigan, Instructional Coach at SHS  
222 and Chair of the NEASC Self-Study Process.

223 Ms. McGuigan then explained the purpose of New England Association of Schools and  
224 Colleges. She added that the NESAC process is over three years of work. She then explained that  
225 she was one of the Lead Teachers with the PACE work.

226 She then started with a story, noting that in 1991 roughly 1,500 people applied to work at SHS.  
227 They ended up hiring 55 people.

228 Ms. McGuigan then reviewed Souhegan's Accreditation Cycle noting that it is a 3-Phase  
229 process. She then noted the Steering Committee Members.

230 She reviewed the 7 Standard Committees: Teaching and Learning and, Support and Self Study  
231 process starting in May 2016-June 2018.

232 She then explained Phase 2, the Visitation from Oct 28<sup>th</sup>- Oct 31<sup>st</sup>. Highlights included, Sunday  
233 afternoon opening reception, interviews with 32 staff and examination of students' work, on  
234 Monday and Tuesday they shadowed students and observed classes. Finally, on Wednesday  
235 afternoon they met with the faculty.

236 She then reviewed the Report Process.

237 She then explained the Phase 3: Follow Up.

238 Ms. McGuigan finalized her comments by noting that she is honored to Chair this committee and  
239 so pleased with how this turned out.

240 Principal Hagen emphasized that this is the result of the hard work by the staff and the  
241 community.

242 The Board congratulated Principal Hagen, Ms. McGuigan and the staff for all of their work.

#### 243 VII. Committee Updates

244 Mr. Grondstra discussed that he met with Mr. Dan Wyborney and Mr. Chen and to get his  
245 thoughts on his first year as Athletic Director. During that meeting, Mr. Wyborney discussed that  
246 he established a Monthly Coaches Council Meeting. He also wants to work on a Captains'  
247 Leadership Training and put that into place. Additionally, the locker rooms are in a dismal state.  
248 Lastly, Mr. Wyborney is looking at unified teams, there are three main sports where that is done.

249 Mr. Coughlan asked what is a Unified Sports Team.

250 Mr. Grondstra explained what a UST is and that it is a really neat experience for everyone  
251 involved.

252 They also talked about turf field replacement and the funds needed. The replacement cost last  
253 year was \$100,000 and they are not going to use taxpayer money.

254 Mr. Manning added that the awards at the end of the year don't always reflect the ideas of  
255 Souhegan. He then explained that they should be consistent.

256 Mr. Steel replied that he should speak to Principal Hagen.

257 Principal Hagen replied that he will be happy to discuss that with Mr. Manning.

258 The Board thanked Mr. Grondstra.

259 Mr. Manning asked for other committee updates.

#### 260 VIII. Community Council Update

261 Ms. Delaney Facques, CC Liaison, replied that the freshman and at large reps were elected,  
262 there were 19 and they voted in 10. Second, they are meeting with the members from the  
263 Singapore American School to discuss SHS's democracy and CC itself. Third, the Constitutional  
264 Interpretation Committee will be elected next week at the next meeting. At Executive Council  
265 next Thursday, they will discuss the first proposal, regarding dress code with sports. They have  
266 only had two meetings so far.

267 Mr. Steel noted that CC will be a part of the Principal search for part of that process.

268 Ms. Taylor noted that she is the rep for the CC for the School Board and suggested that they  
269 form those connections early on in the year. She then added her concern with being a part of the  
270 process of the Principal Search Committee.

271 Mr. Steel noted that the initial screening committee will be somewhat limited. There will be  
272 many opportunities as they get further in the process.



273 Mr. Manning asked for questions or concerns.

274 Ms. Taylor replied that the Board in general should have more representation in the interview  
275 process. She does not want to see just one candidate.

276 Mr. Steel respectfully explained that the Board receives one candidate, they can say yes or no to  
277 that one candidate. It is important that they do have representation and he does take that job very  
278 seriously.

279 Mr. Manning asked if they will have Board representation.

280 Mr. Steel replied, absolutely.

281 Discussion ensued.

282 Mr. Steel noted that it depends on the candidates that they receive.

283 Mr. Manning remarked that he needs to remind them that they are a Board and not a  
284 management committee. Their job is policy, governance, budget and to select a Superintendent.

285 He then mentioned that they have 4 candidates for Community Council.

286 Mr. Steel added that they can discuss that in non-public.

287 Mr. Manning suggested that have the discussion in non-public.

288 The Board decided to discuss the candidates in non-public session.

289 IX. Consent Agenda

290 Mr. Coughlan pulled the 08 20 19 Draft Minutes.

291 He noted the change from "*Kawiecki*" to "*Krawiecki*" and adding the word "reducing" to line #  
292 267.

293 Ms. Taylor remarked that on line #83 it is "*3 from Amherst and 2 from Mont Vernon*".

294 Line #92- wanted to draw out that 4 Years of tuition at UNH costs \$143,624 the other six schools  
295 cost between \$180,000-\$300,000k that is just for a bachelor's degree.

296 Line #97- Non-ABC (transcripts) disadvantages students for merit awards and non-ABC is very  
297 uncommon, less than 1% of applications received. She then read direct quotes "this will hurt you  
298 here and at other schools", an additional comment from a different college "merit scholarship  
299 reviewers will take years to understand your system in order to compare with other candidates".

300 Line #181- Ms. Taylor completed the work on transcripts in April, July and August but wanted  
301 to correct Mr. Manning's comments.

302 Mr. Manning replied that he wanted to thank Ms. Taylor for her work during April vacation but  
303 would like to keep his comments as is.

304

305 **Ms. Facey motioned to accept the 1. Draft Minutes 08 20 19, as amended, 2. Budget**  
306 **Transfer 2019 006, 3. Unanticipated Revenue \$235, 4. Aug 2019 Treasurer's Report, and 5.**  
307 **German Exchange 2020 Fieldtrip. Mr. Grondstra seconded the motion. The vote was**  
308 **unanimous. Motion passed.**

309 Mr. Grondstra commented on the field trip application and suggested that they include an  
310 Executive Summary. He added that he has been bringing it up for years.

311 Ms. Facey agreed with Mr. Grondstra.

312 Principal Hagen asked for clarification, this is for field trips for Board approval.

313 Mr. Grondstra replied, yes.

314 X. Public Input II of II

315 Ms. Stephanie Grund, 5 Colonel Wilkins Road, Amherst NH, remarked that she has a 9<sup>th</sup> grader  
316 and asked how do they grade on creativity. There are no rubrics developed. She was hoping for  
317 more information tonight. There is a lot of talk in the community and a lot of parents want more  
318 information.

319 Mr. Manning apologized that the agenda was changed.

320 He then mentioned that he wants to open up the discussion, about what money is available, and  
321 what is the timeframe.

322 Ms. Croteau explained that there are a couple of pieces to the UFB and the revenue portion  
323 cannot be expended by the Board. Your budget is a bottom line budget. The amount of \$859,341  
324 that was unexpended from the expenditure appropriations, is open for discussion.

325 Mr. Manning asked if that was a significant explanation.

326 Mr. Chen asked about the variability.

327 Ms. Croteau added that she even called the auditor for clarification, but now that the audit is  
328 substantially complete, the DOE 25 is done, and the tax rate setting is not complete. You cannot  
329 change your unreserved fund balance after that. The number is solid at this point.

330 Mr. Chen asked about an error or something unexpected that might come up.

331 Ms. Croteau replied that you can encumber money, but it has to be specific in nature.

332 Mr. Grondstra asked when is she going to do that.

333 Ms. Croteau replied it should be now. If they make changes tonight, then she will modify the MS  
334 24 and the audit.

335 Mr. Steel added that there are three projects that they were lining up for future discussions. First,  
336 3 Science Lab renovations in the Annex, for \$250,000, second, HVAC controls for the Annex  
337 \$150,000 and last, Locker Room upgrades. They do not have firm numbers for that, but it is in  
338 the range of 6 figures.

- 339 He then added that they have the Souhegan 2.0 project that is still waiting.
- 340 Ms. Croteau commented that they would have to have the auditor's assistance and DOE weigh  
341 in.
- 342 Mr. Chen asked about the STEM Labs.
- 343 Mr. Steel replied that more than likely it would be completed next summer.
- 344 Ms. Croteau added that you cannot encumber a blanket amount.
- 345 Mr. Taylor asked about a contract.
- 346 Ms. Croteau replied that she will have to know the UFB amount before they encumber the funds.
- 347 Mr. Coughlan commented that he is appalled by his whole discussion. He is not going to vote to  
348 spend any of this money.
- 349 Mr. Grondstra noted that they are going to start looking at projects throughout the year. He then  
350 suggested that they stick to that and all current money go back to the taxpayers.
- 351 Principal Hagen explained that there are minimum standards as set by the DOE. This is a safety  
352 issue for their kids to be in a smaller space.
- 353 Mr. Chen asked about the HVAC system.
- 354 Mr. Steel explained that it is an efficiency and control problem.
- 355 Mr. Chen added that he had heard that there were vent pipes that were not connected.
- 356 Mr. Steel remarked that he has not heard that.
- 357 Mr. Manning asked if there was a motion on this discussion.
- 358 **Mr. Chen motioned to authorize the administration to spend up to \$150,000 from the**  
359 **Unassigned Fund Balance for the HVAC. Mr. Torres seconded the motion.**
- 360 Mr. Torres added that he is a little uncomfortable with the motion but he likes the amendment of  
361 capping the amount at \$150,000.
- 362 Ms. Facey remarked that she cannot be in support and make an on the spot decision.
- 363 Mr. Grondstra agreed with Ms. Facey. He then remarked that it is unsettling and would like to  
364 keep the \$1.2 to go back to the taxpayers.
- 365 Mr. Manning then reread the motion and called for a vote.
- 366 **Mr. Chen motioned to authorize the administration to spend up to \$150,000 from the**  
367 **Unassigned Fund Balance for the HVAC. Mr. Torres seconded the motion. 2 in favor, (Mr.**  
368 **Chen and Mr. Torres.) 5 opposed, motion failed.**
- 369 Mr. Manning added that it is a slippery slope and they need to keep the taxpayers' best interests  
370 at heart.

371 Mr. Torres remarked that \$150,000 is 12% of the amount to be refunded.

372 Ms. Taylor suggested that in they plan better in the future.

373 Superintendent Steel agreed, and added that this was a unique circumstance.

374 XI. Non-Public Session

375 **Mr. Grondstra motioned to enter into Non-Public Session RSA 91 A:3 II (a) and (c) at**  
376 **8:50PM. Ms. Facey seconded the motion. The vote was unanimous, motion passed.**

377 Mr. Manning called a Roll Call: Manning-Yes, Grondstra-Yes, Facey-Yes, Torres-Yes,  
378 Coughlan-Yes, Taylor- Yes and Chen- Yes.

379 Others present- Superintendent Steel and Ms. Croteau.

380 Matters discussed: Discussed community members of Community Council

381 **Mr. Coughlan motioned to exit into Non-Public Session. Mr. Torres seconded the motion.**  
382 **The vote was unanimous, motion passed.**

383 XII. Public Session Resumed

384 Public session reconvened at 8:54PM.

385 **Ms. Facey motioned to accept Community Council Representatives Ms. Lisa Eastland, Ms.**  
386 **Terri Behm, Ms. Janet Dickinson and Mr. Rick Katzenberg. Mr. Grondstra seconded the**  
387 **motion. The vote was unanimous, motion passed.**

388 Mr. Manning called a Roll Call: Manning-Yes, Grondstra-Yes, Facey-Yes, Torres-Yes,  
389 Coughlan-Yes, Taylor- Yes and Chen- Yes.

390 XIII. Motion Adjourned

391 **Ms. Facey motioned to adjourn the meeting at 8:56PM. Mr. Grondstra seconded the**  
392 **motion. The vote was unanimous, motion passed.**

393

394