

1 Souhegan Cooperative School Board

2 Tuesday, April 16th 2019

3 Meeting Minutes- Approved 05 28 19

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant
6 Superintendent, Rob Scully- Principal SHS, Kathy White- Dean of Faculty, Karen Chininis-
7 Director of Guidance, and Kelly Driscoll- Dean of Students.

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

10 Board Minutes: Danae Marotta

11 SHS Student Videographer: Shannon Hargreaves

12 Public: John D'Angelo- Town of Amherst NH Selectman, Amherst NH.

13 I. Call to Order

14 **Chair, Mr. Jim Manning, called the meeting to order at 7:01PM.**

15 II. Public Input

16 Mr. John D'Angelo, Amherst NH Town Selectman, noted that he had an interesting conversation
17 with Director of DPW, Mr. Eric Hahn. He noted that Mr. Hahn had reached out to Ms. Lucienne
18 Foulks, with an idea for Community Service at the Transfer Station, specifically education
19 regarding recycling. He is also looking for help with spring cleaning.

20 He added that she replied that none of those things are suitable for Community Service and that
21 she will pass on that information to the SRO as that might work for a Diversionary Program.

22 He then added that they both thought it was a strange answer as community service and
23 diversionary programs are not the same thing and it would be nice to think outside the box. Mr.
24 Hahn is at a loss as of what to do at this point. He is thinking that there was a miscommunication
25 somewhere.

26 Superintendent Steel replied that he will be in touch with Mr. Hahn.

27 The Board thanked Mr. D'Angelo.

28 III. Appointment of Treasurer and Deputy Clerk

29 **Ms. Amy Facey motioned to appoint Ms. C.J. Butler as SCSD Treasurer. Mr. Pim**
30 **Grondstra seconded the motion. The vote was unanimous, motion passed.**

31 **Mr. Steve Coughlan motioned to appoint Ms. Christine Janson for SCSD Clerk. Ms. Amy**
32 **Facey seconded the motion. The vote was unanimous, motion passed.**

33 IV. Superintendent's Report

34 Superintendent Steel noted that he does not have anything at this time.

35 V. Community Council Report

36 *See Deeper Learning*

37 VI. Principal's Report

38 Principal of SHS, Mr. Rob Scully, noted some highlights. Ms. Julianne Muller-Northcott was
39 selected for Outstanding Teacher Award. This award will be presented at the annual NMEA
40 Conference at UNH this July. Ms. Melissa Chapman has won this year's STEM Excellence in
41 Teaching Award for the high school level.

42 He then wanted to share an update on Safety and Security. In mid-March, they conducted a
43 physical security assessment at Souhegan. The NH Department of Safety: Homeland and
44 Security and Emergency Management representative, Mr. Scott Lambertson met with their
45 leadership to review their current safety and security capabilities. Prior to the visit, they
46 completed the Department of Safety Physical Security Self-Assessment. They recently received
47 the report. They will complete their internal review this week and share a summary of the
48 findings at the Board meeting.

49 They requested this assessment as part of the overall safety and security improvement plan. This
50 summary will serve as an update of that work.

51 He then noted that they are in good shape.

52 He then remarked that last fall, a change was made to shift approval for granting credits for
53 alternative programs from local boards to state boards, just an FYI.

54 Mr. Torres then asked about the coverage of cameras on the gymnasium.

55 Principal Scully replied that they can talk more about it offline.

56 Mr. Grondstra thanked Principal Scully. He then asked about the funding.

57 Principal Scully discussed that they did a good job on the grant.

58 Mr. Grondstra added that it will be good to know.

59 Superintendent Steel reminded the Board that they are using funds from last year.

60 VII. Consent Agenda

61 Mr. Manning pulled the 03 25 19 Draft Minutes.

62 He then noted the following changes to line 149.

63 **"Superintendent, Mr. Adam Steel, toe prepare a plan for Advanced Placement (AP) courses"**

64 Changed to:

65 **"Superintendent, Mr. Adam Steel, to prepare a plan for Advanced Placement (AP) courses"**

66 Change to line 206:

67 *“Mr. Manning replied that he has heard from several parents, that it is nice to offer certain*
68 *courses but in light of the budget, that can change.”*

69 Changed to:

70 *“Mr. Manning replied that he has heard from several parents, that it is nice to offer certain*
71 *courses but in light of the budget, can change.”*

72 Change to line 38.

73 *“Community Council Rep: Amy Facey (with transition at a later date).”*

74 Changed to:

75 *“Community Council Rep: Amy Facey (with transition to Ms. Taylor in the Fall of 2019)”*

76 **Mr. Steve Coughlan motioned to accept the Consent Agenda items 1. Draft Minutes 03 25**
77 **19, as amended, 2. February 2019 Treasurers Report, 3. Budget Transfer 2019 001, 4.**
78 **Budget Transfer 2019 002, 5. Unanticipated Revenue, 6. Q3 Sub Report and 7. Q3 Facilities**
79 **Report. (6-0). Ms. Amy Facey seconded the motion. The vote was unanimous, motion**
80 **passed.**

81 VIII. Deeper Learning

82 Assistant Superintendent, Ms. Christine Landwehrle, noted that she has a graphic to help the
83 board conceptualize Traditional Education Vs. Competency-Based Learning. She added that she
84 thought that this would be the best way to explain it.

85 The headings are as follows:

- 86 • School Culture
- 87 • Learning Continuum
- 88 • Learning Pace
- 89 • Instruction
- 90 • Assessment System
- 91 • Grading Policies

92 Ms. Taylor asked if she could explain the Learning Pace.

93 Ms. Landwehrle explained that students advance upon mastery of learning targets, not as a result
94 of time-based requirements. Students receive customized supports both in-school and out-of-
95 school to ensure they stay on track.

96 Ms. Taylor asked who is managing this.

97 Ms. Landwehrle replied that they have an excellent half-time Extended Learning Coordinator,
98 Mr. Tim Cotreau. She added that they are at 24 ELO’s currently and looking at what supports
99 they will need in the future.

100 Mr. Manning asked if there were other questions.

101 There were no further questions and the Board thanked Ms. Landwehrle.

102 IX. School Culture and Climate

103 Ms. Karen Chininis, Director of Guidance, noted that about 9 years ago the school implemented
104 a Comprehensive School Counseling Program. She then explained that it is a research based
105 program with 35 standards.

106 She then reviewed the Role of the Counselor. All of their counselors have been counselors at
107 other schools.

108 She then reviewed the Social/ Emotional Domain. In the last several years, the amount has
109 increased dramatically in the percentage of teenagers with anxiety and depression. Schools are
110 very deliberate in their planning and you probably have heard some of these programs in the
111 community.

112 In the Career and College Domain, they take a developmental life beyond SHS.

113 In the next few slides, she then explained that some things they have for Freshman, Sophomores,
114 Juniors and Seniors.

115 All of their counselors spend a great amount of time one on one with the students. They
116 implemented individual Junior Planning Meetings, to begin help them figure out their hopes and
117 dreams.

118 She added that Mr. Tim Cotreau done an awesome job in his part time position.

119 She then covered the Extended Learning Opportunities.

120 Ms. Landwehrle explained they have gotten a lot of positive feedback for dual enrollment.

121 She then noted that you probably have seen these numbers before in regards to advanced
122 placement.

123 Ms. Landwehrle noted that it might impact the (CCR) College Career Readiness.

124 Ms. Chininis added that more students are applying to fewer schools and they may have
125 narrowed their selections more appropriately. She also discussed college matriculation numbers.

126 Ms. Facey asked if this was last year's seniors.

127 Ms. Chininis replied, yes, last year's seniors.

128 She then discussed that counselors are also responsible for the 504 management.

129 Although this presentation focused on the counselors, they have a highly engaged student
130 services team with a common goal to support their students.

131 Ms. Chininis then reviewed the goals for 2019, to expand Mental Health Support/ Resources,
132 Develop Peer Mentor Program, and continue to support transition to Standards Based Grading.

133 Future planning includes, extended learning opportunities, personalized Education Plans, and
134 Strategic Plan.

135 Mr. Torres asked Ms. Chininis what is her biggest obstacle.

136 Ms. Chininis replied that they never have enough help.

137 Ms. Facey asked about case load for counselors.

138 Ms. Chininis replied for full-time counselors, 200.

139 Ms. Facey asked if some of the work can be shared by the Advisors. She added that the Advisor
140 knows the student very well.

141 Ms. Chininis replied the role of the counselor and it is a different type of recommendation.

142 Ms. Facey added that the role of the advisor might evolve.

143 Mr. Manning asked about thoughts on changes to the structure of the Guidance Department.

144 Ms. Landwehrle replied that they are expanding on the ELO work and that is probably a little
145 piece to that.

146 Ms. Taylor asked how long does a student have to wait to be seen by a counselor.

147 Ms. Chininis replied that it depends on the day, when there is an emergency, then that student is
148 seen right away. They are able to help each other out.

149 Principal Scully remarked that people are realizing that this is a universal need.

150 The Board thanked Ms. Chininis.

151 Community Council Update

152 Ms. Facey added that there was a proposal to eliminate plastic straws and replace them with
153 paper straws. That proposal passed, and next year there will n be plastic straws available unless
154 someone needs it for medical reason. There is a second proposal around weighted GPA.

155 Principal Scully added that with the weighted GPA proposal they had their second discussion.
156 This is for students that would be coming in next year.

157 Ms. Facey that they don't have the regular GPA calculation and make sure that they have it
158 moving forward.

159 Ms. Landwehrle noted that she is working on a draft for the Assessment, Grading and Reporting
160 Committee for starting for next school year. It makes sense to pull the Souhegan Assessment,
161 Grading and Reporting group together. They will be working this spring and early this summer
162 to finalize that piece and then bring it to the Policy Committee.

163 Ms. Facey added that in the constitution there is language in that CC is involved in the grading
164 calculation.

165 Ms. Taylor added that the calculation for GPA takes into account the Seniors that are sending out
166 transcripts in the fall with a follow up in Jan/Feb.

167 Ms. Landwehrle added that the Assessment, Grading and Reporting Committee was meant to be
168 a group of school board members doing deep work and they will continue to keep working.

169 Ms. Facey asked if there any other questions. She then invited the public to come to CC meetings
170 and offer their opinions.

171 The Board thanked Ms. Facey.

172 X. Operational Effectiveness

173 Superintendent Steel then started the budget discussion when building a budget, they first look at
174 enrollment projections. Here they see steady enrollment projections for the next 5 years.

175 He then noted the FY 21 Projections: Estimated Cost Drivers (estimated + \$602k)

- 176 • Health Insurance Rates (assume 10% or \$182k)
- 177 • PPC Agreement (separate warrant article, assume \$200k)
- 178 • Bus Transportation (assume 5%, \$37,000)
- 179 • Special Education Programming (unknown, too early to tell at this time, ASD has done
180 amazing things in that they previously had 30 students in Out of District placement and
181 now are at approx. 3)

182 He then discussed the areas of reduction for consideration:

- 183 • All Non-Classroom Positions
- 184 • Classroom Efficiency per PPC Agreement- (Number of courses teachers teach and
185 number of students that teachers face)
- 186 • Modality Shifts (AP/VLACS/etc.)
- 187 • Course offering reduction/ consolidation

188 He then noted what they are doing currently:

- 189 • Reduce non-instructional expenditures in FY 20 by 5% from FY 19 actuals (in order of
190 amount of savings)
 - 191 ○ Utilities-(Supply side contracts, and more efficient equipment- Souhegan 2.0,
192 behavior modification.)
 - 193 ○ Transportation- Remember, if you reduce busses, ASD busses will be in the
194 neighborhoods picking up middle school kids with busses that are not at capacity.
 - 195 ○ Supplies/Equipment
 - 196 ○ Technology
- 197 • Administrative Master Scheduling Work- Ongoing, they have been meeting every
198 Monday since the last Board meeting. Principal Scully and his team, plus the
199 administration have been working to look at the schedule in what a budget reduction
200 would look like.
- 201 • AP/Program of Studies/Modality Investigation Team- developing
- 202 • PPC Negotiations (ongoing)

203 Mr. Grondstra noted that he believes that they are going in the right direction. He heard that the
204 SAU owned a vehicle and asked about the cost and if it requires constant maintenance.

205 Mr. Steel replied that the SAU owns a minivan and a sedan. He added that there are diminishing
206 returns.

207 Mr. Torres asked about the utilities.

208 Mr. Steel replied that they use natural gas and electricity, the Regional Planning Commission
209 helps them. The Board is asking them to do a structural analysis of the school and that is where
210 significant savings will be found.

211 Mr. Manning added that he is in support.

212 Mr. Manning asked the Board for other questions.

213 The Board thanked Superintendent Steel.

214 XI. Board Communication

215 **From:** James Manning <jmanning@sprise.com>

216 **Sent:** Wednesday, March 27, 2019 8:03 AM

217 **To:** Pim Grondstra; Laura Taylor; David Chen; Steve Coughlan; Amy Facey; George Torres

218 **Cc:** Adam Steel; Danae Marotta; Christine Landwehrle

219 **Subject:** SCSB Business and Follow-Up

220

221 *"Hello Board,*

222

223 *First, welcome to our new board members! George and Laura will be amazing additions to our*
224 *board and the work currently underway. Thank you for your service and again, welcome to the*
225 *board.*

226

227 *Next, this email serves as an update. Under NH RSA-91-A, our communications are subject to*
228 *the "right to know law". Therefore, I would ask all board members to refrain now and in the*
229 *future from responding to emails to the "entire board" by copying all, or beginning a dialogue*
230 *over email. These type of discussions need to happen in public, in full transparency. As such, I*
231 *will ask Danae to include this email as part of the minutes for our next board meeting in April.*
232 *To better understand the Right to Know Law, here is a link to a webinar offered by the NHSBA:*

233

234 *[https://www.nhsba.org/ckfinder/userfiles/files/2017%20Webinars/RTK%20Web%2018-2-](https://www.nhsba.org/ckfinder/userfiles/files/2017%20Webinars/RTK%20Web%2018-2-21%20E-mail%2C%20Meetings%2C%20and%20Remote%20Participation%20(Final).pptx.pdf)*
235 *[21%20E-mail%2C%20Meetings%2C%20and%20Remote%20Participation%20\(Final\).pptx.pdf](https://www.nhsba.org/ckfinder/userfiles/files/2017%20Webinars/RTK%20Web%2018-2-21%20E-mail%2C%20Meetings%2C%20and%20Remote%20Participation%20(Final).pptx.pdf)*

236

237 *Last, please begin to prepare for our next board meeting knowing the primary topic will be*
238 *giving Adam specific direction on the budget. In my opinion, the SCSB has not done its due*
239 *diligence in giving the Superintendent specific guidance around the budget process in the past.*
240 *If we could provide strategic guidance, it will provide the Superintendent a framework upon*
241 *which to base decisions. This guidance could take the form of (example only):*

242

- 243 1. Maintain a "student facing personnel" ratio of 20:1, where student facing includes all FTE's
244 responsible for providing student facing services, not just teachers (i.e., math and reading
245 coaches, Advisory, social workers, etc.)
246 2. Strive to achieve a CPP metric that doesn't exceed 15% over the state average.
247 3. Make budgetary investments that measure student growth (NEWA) and college readiness.
248 4. Make budgetary decisions that anchor back to the CES Principle of "less is more, breadth
249 over depth".

250

251 *These are just examples I'd like you to think about as we prepare for our initial discussions in*
252 *April.*

253

254 *Once again, thank you for serving the students, parents, teachers and citizens of Amherst and*
255 *Mont Vernon.*

256

257 *Jim"*

258

259 XII. Non-Public Session

260 **Mr. Pim Grondstra motioned to enter into Non-Public Session RSA 9-1 A:3 (c) at 8:30PM.**

261 **Mr. George Torres seconded the motion. The vote was unanimous, motion passed.**

262 **Chairman Manning called a Roll Call: Manning- Yes, Grondstra-Yes, Facey-Yes,**
263 **Coughlan-Yes, Torres- Yes, and Taylor- Yes.**

264