

1 Souhegan Cooperative School Board

2 Monday, August 27, 2018

3 Meeting Minutes – Approved 9-24-18

4 Administrative Team: Adam Steel- Associate Superintendent/Business Administrator, Christine
5 Landwehrle-Assistant Superintendent /Director of Curriculum and Professional Development,
6 Kathy White- Dean of Faculty, Natalie Berger- Dean of Faculty, and Karen Chininis- Director of
7 Guidance

8 Souhegan Cooperative School Board: Jim Manning- Chair, Pim Grondstra- Vice Chair, Steve
9 Coughlan- Secretary, David Chen, Amy Facey, and Dwayne Purvis (arrived at 6:30PM)

10 Minute Taker: Danae Marotta

11 Public: Laura Taylor, Amherst NH.

12 I. CALL TO ORDER

13 **Chair Mr. Jim Manning called the meeting to order at 6:02 PM.**

14 He added that they have new name cards and on the back is the Souhegan Six.

15 II. PUBLIC INPUT

16 No Public Comment

17 III. SUPERINTENDENT’S REPORT

18 Superintendent, Mr. Adam Steel, noted that they have a candidate for English Teacher in
19 attendance.

20 In regards to CIP, the Town of Amherst has completed their CIP process, information is in the
21 Agenda Packet. Mr. Coughlan can add more input if needed.

22 The Cost Per Pupil is it is not a finalized number and approx. \$19,715.00.

23 The Average Daily Membership last year was 786.44 students.

24 They are mostly done with their hiring and have no more open positions. Tomorrow is the
25 Opening Day starting at 8:00 in the morning, with breakfast, then a series of presentations.

26 Lastly, they are moving towards Nixle as a communication platform, it is simple. Just text
27 “SAU39” to 88877, for every alert. If you text “SAU39SNOW” that will just be the snow days.

28 Mr. Grondstra asked about snow day alerts.

29 Superintendent Steel replied, for snow days, yes, everyone has to sign up for it. For emergencies,
30 you don’t have to sign up. They have it very organized and will reach out to parents. They even
31 by bus number if there was an issue with a specific bus.

32 Ms. Facey asked how will parents know about the new system.

33 Mr. Steel replied that they will send a message to every parent before school starts. The
34 community members can also sign up as well.

35 In regards to Security, there will be a new visitor management system in place before school
36 starts. Visitors will have to present an ID and they will get a badge. There will be some cameras
37 interior and exterior, although, not a lot.

38 Strategic planning update, if you think about the board pillars, they have now moved to mapping
39 out the next five years with grids. They have someone and he is in the process of gathering data
40 from many sources, in order to build a dashboard.

41 He then gave his State of the Schools, which is his interpretation of Souhegan. He then described
42 that he has categorized it by colors.

43 He then reviewed the subjects.

44 He then showed the assessment, and how they evaluate student performance. He further
45 explained, collective achievement scores, common assessments, competency education, and
46 student growth.

47 He further explained Assessment-Achievement, with the rating in US News and World Report.

48 He then explained the Assessment- Achievement (K-10) Median Growth Percentile of Each
49 Grade compared to National Average.

50 He also explained the Growth by Subject and Grade Span and gender.

51 He then reviewed the Assessment- Growth (K-10) Fall to Fall Growth percentiles. He added that
52 the interventions are working,

53 He further discussed the School Environment, with looking at Student Supports, YRBS,
54 Advisory Program, Community Council, Safety and Security, School Facility, Athletic and
55 Extra- Curricular Activity and Special Programs.

56 Ms. Laura Taylor, of Amherst NH, asked where is this information coming from.

57 Mr. Manning responded, that the Board wanted to know Superintendent Steel's opinion and had
58 asked him back in June to put this together.

59 Superintendent Steel then went to Finance and Budget.

60 He then discussed some of the next steps.

61 He noted that these are five areas of Competency Based Education, Assessment, Grading and
62 Reporting, Instructional Design and Delivery, Scheduling, and Promotion and Crediting.

63 Mr. Coughlan commented that they still have debt on the roof for the next couple of years.

64 Mr. Chen asked about the tuition cost of a regular student and the tuition cost for a student with
65 an IEP. Regular student is the previous year's cost per pupil and the actual cost student with an
66 IEP is \$50K.

- 67 Superintendent Steel added that they have about 30 pages of data that is very insightful.
- 68 Assistant Superintendent, Ms. Christine Landwehrle noted that it is K-10 data and they would be
69 happy to share it with the Board.
- 70 Mr. Chen asked about the Special Programs.
- 71 Mr. Steel replied that for the students that have autism, and they have a special program here and
72 have been receiving students tuitioned in to SHS. They see some of the trends and they are trying
73 to be in front of it. He added that they had started it at the middle school and now in
74 Clark/Wilkins.
- 75 Mr. Chen asked is it State approved.
- 76 Superintendent Steel replied, yes, it is approved by the State.
- 77 Ms. Facey asked for an update on Advisory, and if there is a report that over laps Community
78 Council's recommendations and Safe Havens International. She then asked if Council's
79 recommendations being addressed, and added that it would be helpful to bring to them.
- 80 Principal Mr. Rob Scully replied, yes, he can do that.
- 81 Mr. Chen asked is there something that they have learned from other Advisory programs.
- 82 Superintendent Steel replied, that they can discuss that next month.
- 83 Ms. Taylor, Amherst NH, asked about the cost of tuitioning in students to the district.
- 84 Superintendent Steel replied, that the cost is sometimes 3 to 4 times higher and they include all
85 costs. For example, at AMS, there were students with costs of approximately \$50K.
- 86 The Board thanked Superintendent Steel.
- 87 IV. COMMUNITY COUNCIL
- 88 Mr. Manning noted that they will be accepting applications/nominations for Community Council
89 Members due September 10th, 2018.
- 90 Superintendent Steel added that the constitution requires community members for Community
91 Council.
- 92 Ms. Facey remarked in the past, there have been letters to the editor.
- 93 Mr. Coughlan added that traditionally, it is the Board's appointment.
- 94 Ms. Facey mentioned that it feels like is should come from the SAU.
- 95 Mr. Manning noted that it was important that they have fidelity to the constitution.
- 96 Superintendent Steel then read Article 4, Section B.
- 97 Mr. Purvis added that scheduling has a lot to do with it. He added that the first question people
98 ask is "when do you meet". He explained that the time is limiting, then gave some suggestions.

99 Mr. Manning commented on the timing of the meetings in the middle of the afternoon. He then
100 asked for Mr. Coughlan's opinion.

101 Mr. Coughlan added that once you pick a time people stick with it. He noted that Community
102 Council would have to move their meetings. It would not be a Board decision.

103 Mr. Manning added that a dialogue would be great.

104 Mr. Purvis remarked that some schools have term limits.

105 Mr. Manning mentioned that he understands where Mr. Purvis's thought process is.

106 V. PRINCIPAL'S REPORT

107 Principal Mr. Rob Scully added that it is the same format but he will give some highlights with
108 links. He would be happy to take questions.

109 He first started out with thanks to those in School Operations, Building and Grounds, the
110 Leadership Team and Faculty and Staff for their amazing commitment to professional learning
111 this summer.

112 He added that the PD they have created over the years has been so great and people will pay to
113 come and see it.

114 He added that he wants to highlight some presentations.

115 It is a NEASC year, and Souhegan will host their visiting team from Sunday October 29-
116 Wednesday Oct 31. The committee will conduct a series of interviews with all stakeholders,
117 observe classroom instruction, examine facilities and generate a report. This visit is the
118 culmination of approximately two years of preparation. They have worked closely with NEASC
119 preparing for our visit as well as their efforts to redesign their process in the years to come.
120

121 They are excited with the new hires, Athletic Director: Dan Wyborney, Learning Specialist:
122 Katie Crisman, English/Humanities: Travis Nason, Network Administrator: Greg Rodriguez,
123 Administrative Assistant: Amanda Morris, and Tech Support: Brian Miller. He added that these
124 are fantastic people.

125 Mr. Chen asked about the update on the schedule and the early start.

126 Superintendent Steel added that they will be discussing that at the SAU meeting on Wednesday,
127 August 29th. He added that their recommendation is to move everything back 30 minutes.

128 Mr. Purvis asked about the new hires.

129 Principal Scully replied, that those were early summer people that left.

130 Ms. Facey added that she understands that Mr. Dan Wyborney (Athletic Director) just started.
131 She then asked about the Coach's Handbook, etc.

132 Ms. Landwehrle replied that they trained him this summer on Thoughtful Classroom. So that he
133 could look at that framework to design something.

134 Mr. Grondstra replied that he and Mr. Howard Brown had met with Mr. Wyborne last week and
135 he is adamant that he evaluates all coaches, they will also have a meeting once a month.

136 Ms. Facey asked for an update in the future.

137 Principal Scully replied, yes and that it will be a more proactive approach.

138 The Board thanked Principal Scully.

139 VI. CONSENT AGENDA-APPROVAL

140 Mr. Coughlan remarked that he would like to pull the June 4th 2018 Minutes.

141 He then noted the change to line 15 from *“The Board read the Pledge of Allegiance”* to *“The*
142 *Board recited the Pledge of Allegiance”*.

143 He then noted the removal of Line 107 *“Mr. Chen added that there should be some reciprocal*
144 *arrangement”*.

145 Mr. Chen agreed with Mr. Coughlan.

146 Mr. Coughlan noted the change of line 118 *“Mr. Coughlan added that he is concerned that there*
147 *needs to be some actionable way to ensure this and it is a liability issue. He added that it is not*
148 *something that they can count on. He added that there doesn’t seem to be a process in place.”*
149 Changed to *“Mr. Chen added that he is concerned that there needs to be some actionable way to*
150 *ensure this and it is a liability issue. He added that it is not something that they can count on. He*
151 *added that there doesn’t seem to be a process in place.”*

152 Mr. Chen asked about Line 25 adding in the word *“outside”* and removal of the word *“first”*.

153 Mr. Purvis asked about Line 293 and the *“Interpretation Committee”*.

154 Ms. Facey added that the Interpretation Committee is in the constitution.

155 Mr. Purvis asked who are the members are.

156 Superintendent Steel then read more on the Interpretation Committee, Article 5 Section 3.

157 Mr. Manning added that Ms. Facey will look into the Interpretation Committee for the
158 September meeting.

159 Mr. Chen asked about “N/A” on Field Trip proposals.

160 Superintendent Steel responded that he had mentioned that the last time.

161 Mr. Grondstra added that it goes back to the Dean of Students.

162 **Ms. Amy Facey motioned to approve the Consent Agenda items 1. June 4, 2018 Draft**
163 **Minutes, as amended, 2. Budget Transfers, 3. Q4 Budget/DOE-25, MS-25, 4. Accept NHLI**

164 **ALP Mini Grant, 5. Accept Saber Start-up Grant. Mr. Steve Coughlan seconded the**
165 **motion. The vote was unanimous, motion passed.**

166 VII. FY20 BUDGET- DISCUSSION

167 Superintendent Steel then gave the Board a Timeline for the Budget, October to the AFC for
168 their review, back to the Board in November, finalized in December, Public Hearing in January,
169 Deliberative Session in February and voting in March. That is the proposed schedule.

170 He then discussed the major factors, starting with enrollment. It might be consistent, although he
171 is not certain. In regards to facilities, the Souhegan 2.0 project has been on the ballot this past
172 March. The Amherst Board has requested a joint meeting as they are having space issues as a
173 result of increasing enrollment. The NHRS rate will reset and it will likely be an increase. They
174 have gone through the Master Schedule, and once the enrollment is finalized they will give that
175 recommendation to the Board. They are in the 2nd year of the PPC Agreement. Lastly, the default
176 budget law has changed. Positions removed from the proposed budget must also be removed
177 from the default budget.

178 Mr. Purvis added that they need to get student input.

179 Mr. Grondstra asked what are the projects included in Souhegan 2.0.

180 Mr. Manning added that they are in the CIP.

181 Mr. Coughlan added that the CIP is a snapshot in time. It is a high level strategic planning
182 document.

183 Mr. Chen asked about the process.

184 Mr. Coughlan explained that each department proposed their own suggestions and then they
185 looked at the tax impact.

186 Superintendent Steel asked if there are specific Board goals or guidelines with respect to budget
187 development.

188 Mr. Grondstra commented on the Souhegan 2.0 project and the PPC Agreement.

189 Mr. Steel commented on loss of efficiency.

190 Mr. Purvis asked how does enrollment affect the budget.

191 Mr. Steel responded that last year was a loss of three positions. He then discussed that they do
192 not know yet.

193 Mr. Purvis added that he is looking for the State objectives and asked if that is occurring in the
194 Master Schedule.

195 Ms. Facey asked how did going from trimesters to semesters change courses and staffing.

196 Mr. Steel explained that they start projecting in Spring and a lot of work has been put into it by
197 the Administration and Staff.

198 Ms. Natalie Berger, Dean of Faculty, added that they do have a document and they are trying to
199 track where the trends are for next year.

200 Superintendent Steel added that the Board has raised these issues and they (the Administration
201 and Staff) are on top of it.

202 Ms. Facey asked if there are any teachers that are perhaps looking into early retirement.

203 Mr. Steel replied, not at this time.

204 Mr. Chen asked about the cost per pupil, and the change in percentage.

205 Mr. Manning commented they are going to have to come to a place as a Board as to what is
206 going to be acceptable.

207 Mr. Purvis remarked that they need to think about what is realistic and also they are in declining
208 enrollment. Enrollment affects a lot of things, and they need to have an honest conversation.

209 Mr. Coughlan noted that the retirement incentive is not automatic.

210 Mr. Chen commented on the student/teacher ratio and that is a number that they should look at.
211 He added that they need to report it to the State anyways.

212 Mr. Manning remarked that they have multiple constituencies in Town and it is not just cost per
213 pupil. He added that they need to think about economies of scale.

214 Ms. Facey added that she is more interested in looking at specific metrics rather than the
215 percentages.

216 Superintendent Steel discussed that they are not wasteful and know most of the things that they
217 need to buy.

218 Mr. Purvis commented on it being a value proposition.

219 Mr. Chen discussed that it can't be based on one thing, but they should look at the metrics that
220 are reported to the State because all schools do so.

221 The Board thanked Superintendent Steel.

222 VIII. YOUTH RISK BEHAVIOR SURVEY (YRBS)- DISCUSSION

223

224 Mr. Purvis asked if the parents were notified of this survey.

225

226 Principal Scully replied, yes, all the parents were notified.

227

228 He then explained that the Youth Risk Behavior Survey (YRBS) is a nationwide biennial survey
229 of high school students designed to better determine the prevalence of risky health behaviors and
230 how those behaviors may change over time. The CDC began conducting the YRBS in 1991 and,
231 at present, 47 states participate.

232

233 YRBS tracks changes in six major risk categories:

- 234 • Injury/Violence
- 235 • Tobacco use
- 236 • Alcohol/Drug use
- 237 • Sexual behavior
- 238 • Weight/Diet
- 239 • Physical activity

240

241 He then explained that YRBS data are analyzed both by the federal Center for Disease Control
242 and by the Division of Public Health Services which creates school level
243 reports. School level reports are then delivered to Superintendents for their use and
244 disposition.

245

246 He added that Souhegan has been tracking data since 1995. This helps to determine trends and
247 informs enhancements/initiates new programs.

248

249 He then reviewed the category Drug Use: Behaviors. Number and percentage of students who
250 tried marijuana for the first time before age 13 years.

251

252 He then explained the work to date including Healthy Connections/Community Forums and
253 Trainings.

254

255 Principal Scully noted that the focus areas for data 2017-2018 are, access to illegal substances,
256 increase in thoughts of self-harm and vaping.

257

258 He explained the category of Drug Use- Number and percent of students who were offered, sold
259 or given an illegal drug on school property during the past 12 months.

260

261 The discovery was: A 5% increase in two years, above both region and state average, specifically
262 identifies school property, 9th, 11th and 12th grade above region and state average and for
263 additional data: Safety and Security review.

264

265 Their response was: Advisory – Training/Resources, Safe Schools Reporting Tool, disciplinary
266 Response to drug and alcohol infractions-educational/counseling and trainings for the SRO
267 and Dean of Students.

268

269 Principal Scully then reviewed the Category: Suicide, number and percentage of students who
270 purposely hurt themselves without wanting to die one or more times in the past 12 months.

271

272 He then discussed the discovery: An increase in two years, above both region and State average,
significant events, and additional data with Student Services and Psychologists.

273

274 He then reviewed their response: Advisory–Training/Resources, Safe School Reporting Tool,
Trainings, and Healthy Connections: ANGST, Resilience and Judge Broderick.

275

276 Principal Scully noted the category: Tobacco use- Behaviors, Number and percent of students
who currently use and electronic vapor product on at least one day during the past 30 days.

277 He then explained the discovery: A 10% increase in two years, all grades above both region and
278 state average and the additional data from: National statistics and Safety and Security.

279 He then explained their response: Advisory – Training/Resources, Safe Schools Reporting Tool,
280 disciplinary response to vaping infractions-educational/counseling, trainings for:
281 SRO/Faculty/Staff/Administration, Healthy Connections and then, Curriculum-Health/Wellness

282 Mr. Manning asked about the category: Suicide, Sadness and Helplessness. He then discussed
283 that they owe it to inform the parents that the Board Members are seeing it.

284 He then asked if they showed this to Community Council.

285

286 Ms. Chininis replied, no, that they got these results very late in Spring.

287

288 Mr. Purvis added that the parents should be seeing this.

289

290 Mr. Chen asked about the amount of students that this survey was given to.

291

292 Ms. Karen Chininis, Director of Guidance, noted that they do not put together the data, the
293 survey is sent off and they put it together for them.

294

295 The Board thanked Principal Scully and Ms. Chininis.

296

297 IX. SCSB MEETING SCHEDULE FOR 2018-2019

298

299 Mr. Steel added that there have been some revisions

300 Mr. Chen asked for a budget planning meeting.

301 The Board thanked Superintendent Steel.

302 X. PUBLIC INPUT

303

304 No Public Comment

305 NON-PUBLIC SESSION

306 Mr. Pim Grondstra motioned to enter into Non-Public Session RSA 91-A:3 II (b), (c) and (g) at
307 8:15 PM. Mr. Dwayne Purvis seconded the motion. The vote was unanimous, motion passed.

308 Chair Mr. Jim Manning called a roll call: Manning-Yes, Grondstra-Yes, Facey-Yes, Coughlan-
309 Yes, Purvis-Yes and Chen-Yes.

310 Mr. Jim Manning called meeting to order at 8:20PM

311 Motion to Adjourn was made by Mr. Grondstra at 8:31 PM Seconded by Mr. Puris. All in favor.

312 XI. MEETING ADJOURNED 8:31 PM