

1 Souhegan Cooperative School Board

2 Monday, December 17<sup>th</sup>, 2018

3 Meeting Minutes – Approved 01 28 19

4 Administrative Team: Adam Steel- Associate Superintendent/Business Administrator, Christine  
5 Landwehrle-Assistant Superintendent, and Rob Scully- Principal SHS.

6 Souhegan Cooperative School Board: Jim Manning- Chair, Pim Grondstra- Vice Chair, Steve  
7 Coughlan- Secretary, Dwayne Purvis, David Chen, Amy Facey, Howard Brown

8 Public: Lynn Briggs, Amherst NH.

9 Minute Taker: Danae Marotta

10 I. Call to Order

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

12 II. Public Input

13 None

14 III. Consent Agenda

15 **Mr. Steve Coughlan motioned to approve the Consent Agenda items 1. November 26<sup>th</sup> 2018**  
16 **Draft Minutes. Ms. Amy Facey seconded the motion. The vote was unanimous, motion**  
17 **passed.**

18 IV. Deeper Learning

19 Assistant Superintendent, Ms. Christine Landwehrle discussed that there is information in the  
20 packet on World Language and ELA Grades 9-12 for the Board to review.

21 She further discussed that they have been working with a consultant for a few years to revamp  
22 the World Language Department and how it relates to Mastery Learning. There has been  
23 two/three years' worth of work. Both the French and the Spanish courses are aligned and built  
24 off the same themes and standards. The AP curriculum is also included in there.

25 With English, they have been working every single summer. There have been so many changes  
26 with books and how to realign assessments. They also did a revision this summer.

27 She concluded by stating that she will be looking for Board approval next month and will be  
28 happy to answer any questions.

29 Mr. Chen asked about AP Spanish and French.

30 Ms. Landwehrle replied that it was a change with AP Language and Culture. You are learning  
31 about the culture as well as the language. They did a major revision a few years ago.

32 Mr. Chen remarked with Spanish it is very diverse.

33 Ms. Landwehrle replied, it is more of a sampling. She then explained that she has a student that  
34 is focusing on Spain.

35 Mr. Chen asked about the AP exam.

36 Ms. Landwehrle added that World Language Teacher, Ms. Kathleen Desmond, has scored the  
37 AP Spanish exam.

38 Mr. Chen remarked that the same would be true for French.

39 Ms. Landwehrle added that she will reach out to Ms. Desmond and get back to the Board next  
40 month.

41 Ms. Facey asked about ELA and Ethics.

42 Ms. Landwehrle replied that Writing Coordinator, Ms. Jeanne Sturges, took the lead on  
43 revamping this. She has worked really hard with the teachers on the standards and alignment.

44 Discussion ensued.

45 Mr. Coughlan asked how does this related to the larger view of World Language K-12.

46 Ms. Landwehrle replied that she needs to reexamine the larger picture of the curriculum review  
47 since this summer. She will be happy to bring back a more comprehensive 5-year plan.

48 Mr. Coughlan asked about alignment K-8 to the High School.

49 Ms. Landwehrle replied, in many cases, yes. She discussed that they are K-12 competencies.

50 Mr. Chen noted that ASD Board Member Mr. John Glover had mentioned to him that they were  
51 talking about implementing World Language K-8.

52 Ms. Landwehrle added that they have the MVVS has Spanish once every 6 days for 40 min.  
53 Research around world language shows that students need it every day. She explained that she  
54 wouldn't want to put a world language in place just to say that they have it. She would also want  
55 to work closely with the HS. Additionally, the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades do get SHS Spanish I.

56 He then asked about the specificity of the questions.

57 Ms. Landwehrle replied that she will double check and get back to him.

58 Mr. Chen asked about the scoring with distinctions and an honors.

59 Ms. Landwehrle replied that it is called Honors Challenge. You will see an "H" near the course  
60 on the transcript.

61 Mr. Chen asked about the grade point average.

62 Ms. Landwehrle replied that a "3" is meeting standards and a "4" is going above. Community  
63 Council is also looking at weighted grades and GPA.

64 Mr. Coughlan asked about curriculum and scope and sequence.

65 Ms. Landwehrle explained that they use the Understanding by Design Frame.  
66 Mr. Coughlan noted that the materials can have a big budget implication.  
67 Ms. Landwehrle noted that they budget for novels for English and they have a pretty extensive  
68 collection and sometimes they will pull out a novel from their collection.  
69 Superintendent Steel remarked that this will be on the next Consent Agenda for their approval.  
70 Ms. Landwehrle added that she will be happy to answer more questions.

71 The Board thanked Ms. Landwehrle.

72 V. School Culture and Climate

73 None

74 VI. Learner/Student Growth

75 None

76 VII. Learner Agency

77 None

78 VIII. Operational Effectiveness

79 Superintendent Steel discussed that the total budget is up \$5,551.00 from last year and the  
80 purpose of this meeting is to discuss the default and proposed budget.

81 He then asked the Board for their thoughts.

82 Mr. Chen replied that he would like to see the individual sections.

83 He then asked about the projected CCP.

84 Superintendent Steel replied that it is projected to be \$21,500, this year is projected to be  
85 \$21,000. Last year's final, CCP was \$19,715.

86 1. Special Education

87 He noted that the two places that they are up in the budget are Special Education and Health  
88 Insurance.

89 Mr. Chen asked about the increase in the Special Ed budget. He then asked about the added  
90 Reading Specialist and the out of district placements decreasing significantly.

91 Superintendent Steel explained that they have created a program at the HS for the students that  
92 have matriculated from the middle school. It is cost effective and better for the students.

93 Mr. Steel added that the program at the middle school is at capacity.

94 Mr. Chen commented that Director of Student Services, Ms. Meg Beauchamp's plan was  
95 credible.

- 96 He then asked where does it show the revenue.
- 97 Mr. Steel explained that the MS 26 will show the expenditure side and an estimated revenue side.
- 98 Mr. Coughlan reminded the Board that the programs are better for students but do take up space.
- 99 They might have a space problem in the future.
- 100 Discussion ensued.
- 101 Mr. Purvis asked about the Annex.
- 102 Principal Mr. Rob Scully replied that the Annex was a response.
- 103 Mr. Purvis asked regarding the revenue, is that considered anticipated or unanticipated.
- 104 Mr. Steel replied, it is anticipated, in that they put it on the MS 26 and then the MS 24 in the fall.
- 105 The revenue does help them.
- 106 He then asked if the Board had any further questions regarding the Special Ed section.
- 107 The Board had no further questions.
- 108 2. Athletics.
- 109 Mr. Grondstra remarked that that there were ups and downs in both directions.
- 110 Mr. Chen asked about having fewer teams.
- 111 Mr. Grondstra replied, no they might have more teams because there is greater interest.
- 112 He then commented that Athletic Training has gone up. He added that she does a really good job.
- 113 The cost of refs and software, Neptune, has increased.
- 114 Mr. Chen asked about raising money from the athletic field to replace for the replacement
- 115 athletic field. He then asked about the solutions for raising the money.
- 116 Mr. Grondstra replied that it is important and a great topic but not relevant to the current budget.
- 117 Mr. Manning replied that after the holidays, they are going to sit and talk about where the field
- 118 utilization has been. Athletic Director, Mr. Dan Wyborney, has some good ideas.
- 119 Discussion ensued.
- 120 Mr. Chen asked about utilization and the budget.
- 121 Superintendent Steel added that it would have to be from the Capital Reserve Fund.
- 122 Mr. Purvis asked about the percentage of athletics and co-curricular activities. He then asked
- 123 how much has been saved from the maintenance of the turf field rather than a grass field. There
- 124 should be something said about the savings.
- 125 Mr. Chen agreed that there was a savings on maintenance.
- 126 Mr. Manning commented on the benefit to the Town.

127 Mr. Purvis noted that it might be helpful to point that out to the public.

128 Mr. Manning asked if there were any questions regarding the Athletic section.

129 The Board had no further questions.

130 3. Administration.

131 Ms. Facey remarked that it is really just salaries, benefits and NH retirement.

132 Mr. Purvis asked about the .5 for the Dean of Students, if it was temporary.

133 Principal Scully noted that they are going to maintain at a .5.

134 Mr. Purvis asked about predictions on space.

135 Mr. Steel clarified that he doesn't see a space issue, it is still declining but not as steep as  
136 projected.

137 Mr. Chen asked about the capacity of the school, less the Annex. He remembered that it was  
138 built for 750 students.

139 Mr. Steel discussed efficiency in schools.

140 Mr. Brown noted that 1,045 was reported to the DOE in 2006.

141 Mr. Chen asked Superintendent Steel about room in the main building. Is there anyway to make  
142 the Annex available to relieve the space crunch that is coming through at some point.

143 Mr. Steel replied that consolidation between the AMS and SHS would help solve that.

144 Ms. Facey added that is the conversation that they have been having. If they consolidated with  
145 AMS they can share facilities as well as staff. If population at the middle school is greater, and  
146 the population at the high school is lower, they will be able to share facilities and staff. They will  
147 be able to move staff between districts.

148 Ms. Landwehrle explained that there are some teachers that have that type of certification.

149 Mr. Manning commented on salaries.

150 Mr. Brown added that they also need to look at the State average.

151 Ms. Facey noted that they don't want to do it this year, but should consider the retirement  
152 incentive. She suggested having a balanced amount of seasoned teachers.

153 Mr. Coughlan remarked that it is not the best long term solution.

154 Ms. Facey added that it is important to have a balance.

155 Mr. Manning noted that it is important for them to have this discussion.

156 Mr. Purvis asked about the staffing levels.

157 4. Technology

158 Mr. Brown added that next year will be the 4<sup>th</sup> year for supplying laptops. He then reviewed the  
159 other costs.

160 Mr. Chen asked about the cost of the insurance for the laptops.

161 Principal Scully replied, the laptop insurance is \$75 and seems to be working.

162 Mr. Brown added that all in all it is going well and the teachers are happy with the way that it is  
163 going. They have asked the teachers for a run down on the positives of having laptops.

164 Mr. Chen asked about the Bean Foundation and believes they would be able to help them.

165 Principal Scully replied that they had wrote it a while ago and he will be happy to revisit that  
166 with him.

167 Mr. Brown added that you can't say SAU wide because the Bean Foundation is for Manchester  
168 and Amherst.

169 Mr. Chen remarked that he spoke with Technology Teacher, Mr. John Ranta, and the laptops that  
170 the students have are not useful for some classes.

171 Mr. Steel discussed that is true with Coding and Graphic Arts but they also have computer labs.

172 Mr. Chen added that his point was that he was concerned that the seniors need the higher end  
173 computers.

174 Mr. Purvis asked about the virtual machine option and if that was available now.

175 Mr. Steel replied that they do have the virtual infrastructure in place.

## 176 5. Facilities

177 Mr. Manning noted that the facilities budget is down \$125,000. There are things that are simply  
178 not in this budget. First, there was \$150,000 in previous design fees. There were some things that  
179 were up, furniture and fixtures. Most of the big reductions were due to last year's cost, mainly  
180 due to security.

181 Mr. Brown asked if they identified anything major coming forward.

182 Mr. Manning replied that Souhegan 2.0 is the biggest expense.

183 Mr. Chen asked if Souhegan 2.0 was going to be a warrant article.

184 Superintendent Steel explained that Souhegan 2.0 was on hold.

185 Mr. Chen suggested that there is a lot in the 2.0 project that they can get done.

186 Mr. Steel explained that he will give them a list. The MV Board has developed a strategy for  
187 facilities.

188 Mr. Purvis commented he thought that SHS student, Ms. Paige Castell, had come up with a  
189 beautification plan and what she was proposing was no cost.

190 Mr. Steel replied that she had an original concept and then security was the big thing that got  
191 tacked on. He added that he understands what he is saying.

192 Mr. Manning replied that they do not have a cost yet.

193 Mr. Steel noted that they will have it soon. Ms. Castell did research on acoustic separation, air  
194 quality and lighting.

195 Principal Scully explained that she has realized that her initial efforts have dovetailed into a  
196 bigger project.

197 Ms. Facey asked about security measures in the budget.

198 Mr. Steel discussed that there is nothing in this budget relating to security. They have funded it  
199 through a grant and last year's money. There are quite a few changes and he feels comfortable  
200 with waiting to have it all combined.

#### 201 6. Food Service

202 Mr. Coughlan explained that Food Service is designed to be a separate account which is  
203 supposed to break even. The stuff that they buy and then sell to the students and then the other  
204 challenge is with staffing. The State does not like it when the school makes money, the taxpayers  
205 don't like subsidizing the loss. At of the time they had the meeting, about a month ago, they were  
206 17% short on revenue. They expect to lose about \$10,000 this year. Basically, the goal is the  
207 break even and they may have to subsidize. The \$10,000 anticipated loss this year goes into next  
208 year's budget.

209 Mr. Purvis asked if they were at a loss last year.

210 Mr. Coughlan replied, yes.

211 Mr. Purvis asked why.

212 Mr. Coughlan replied that schedule changes have caused students to purchase less and they have  
213 less time to eat. You can try to reduce prep costs and have fewer staff.

214 Principal Scully replied that they are going to keep looking at it and plugging away, but they did  
215 not shorten the lunch.

216 Mr. Brown asked about the thought of preparing meals to be sold to the staff after.

217 Mr. Coughlan noted that it would help and they hope to extend it to the ASD staff as well.

#### 218 7. Transportation

219 Mr. Coughlan remarked that the overall Transportation budget was down. One thing is that the  
220 athletic transportation is up \$22,000. He noted that it is being budgeted for more realistic  
221 manner.

222 Mr. Manning asked why it was under budgeted.

223 Mr. Coughlan added that there is a severe shortage of afterschool transportation. They are then  
224 looking at a wider radius for bussing.

225 Mr. Chen asked about the Caring Hands contract.

226 Mr. Coughlan replied that this includes savings, they have to ratify the contract at the SAU  
227 meeting on Thursday (12/20/18).

228 Curriculum

229 Mr. Purvis noted that the rep for the AFC was Ms. Lisa Eastland. He explained that she reviewed  
230 the budget carefully looking for savings in, supplies etc. She then pointed out that the savings  
231 would have to come from staffing.

232 He went on to discuss that the employee cost to the budget is roughly 2/3rds. Employee cost is  
233 almost 90% of the amount of \$7,332,162.

234 He then noted that he had created a spreadsheet to determine their overall ratio. They are looking  
235 at 80 to 1 ratio. He then asked how do they bring in their staffing levels in line with what they  
236 propose.

237 Superintendent Steel discussed that Mr. Purvis had analyzed the Master Schedule and gave some  
238 suggestions. He added that he then shared that information with Principal Scully.

239 Mr. Steel further explained that he reduced two staff in order to be more efficient with declining  
240 enrollment.

241 Principal Scully added that they looked at Mr. Purvis's analysis. They then went through and  
242 came up with an 81.3 to 1 ratio. It does include, Independent Studies and Advisory.

243 Mr. Chen asked when did they include Advisory.

244 Principal Scully replied that they had been doing that since he has been here.

245 Ms. Facey asked about the new teacher policy.

246 Mr. Coughlan replied that they explicitly say there are two elements, 4 classes and Advisory.

247 Mr. Purvis asked what is the max number.

248 Discussion ensued.

249 Ms. Facey added that it was originally 4, then went to 4.3 then went to 4.8.

250 Mr. Brown remarked that he had thought if teachers had over 110, there was a compensation. He  
251 then asked if anyone got that compensation.

252 Mr. Purvis replied, no.

253 Mr. Coughlan noted that the design load for number students is 90, if you go over you get extra  
254 planning days. The 5% extra has applied to 1, but not this year.



255 Mr. Steel noted that the enrollment is essentially the same, from this year to next, and he is still  
256 comfortable with the budget as it is. He then asked what additional reductions are they looking to  
257 make.

258 Mr. Purvis asked about the Coaches and Reading Specialist and if they are permanent.

259 Principal Scully explained that the coaches are more important now.

260 Mr. Manning commented on the number of staff that they have relative to the budget. He  
261 suggested that they have further discussion.

262 Mr. Brown asked if he is counting everyone that they have at the school. He would like to  
263 compare year to year and if it is the same data.

264 Mr. Scully replied that he might be missing the cafeteria workers, etc.

265 Superintendent Steel remarked that they are very transparent.

266 Principal Scully added that he the numbers are right there and easy to find.

267 Mr. Chen commented that back when the school was designed there were no coaches. It appears  
268 to him that the numbers have crept up over the years.

269 Superintendent Steel then asked if they are ok with the budget as presented.

270 Mr. Chen replied, no, it includes Advisory which was never done before.

271 Mr. Steel then asked what they would be comfortable with.

272 Discussion ensued.

273 Superintendent Steel noted that he picked 2 positions, they have redone the schedule, and wanted  
274 to give the Administration time to adjust.

275 Mr. Purvis noted that the numbers haven't changed, he then suggested that they take a close look  
276 at it.

277 Mr. Steel asked Mr. Purvis what his position is for this budget cycle.

278 Mr. Purvis replied, he would be comfortable with a reduction of 4.

279 Superintendent Steel stated that whatever the Board puts forward they will make work and do  
280 everything that they can to support the kids. His approach was two, but to Chair, Mr. Manning's  
281 point, the key is to walk out with 7-0 vote. He then added that the budget is flat.

282 Mr. Coughlan noted that sometime in the future they will need to reduce the number of staff. He  
283 then asked where would the cuts come from.

284 Ms. Landwehrle added that with labs they can't have over 24 students.

285 Mr. Coughlan remarked that he foresees it as a circle.

286 Mr. Grondstra mentioned that now may be the time to think about the incentivized retirement.  
287 That is a thought if they want to go in that direction.

288 Ms. Facey added that it is worthwhile to think about the retirement incentive. A lot of the staff  
289 has been there a long time and may retire. She is concerned with losing some of the more  
290 advanced classes.

291 She then remarked that she is in support for Superintendent Steel's recommendations.

292 Mr. Purvis remarked that they need to talk to the PPC Representative. Additionally, they are a  
293 public school and he is asking them to go back and take a closer look.

294 Mr. Manning asked what are they trying to fix.

295 Mr. Purvis noted that in college as a freshman there are course limits.

296 Ms. Facey asked if they need a review of program of studies.

297 Mr. Steel noted that they completed a couple of steps with mastery based educational school,  
298 when they talk about the Program of Studies, it would be short sighted to do that now. They need  
299 to make the system more efficient in the meantime.

300 Mr. Scully replied that they have been looking at the program of studies and they have looked at  
301 the department coordinators and all things considered, it is a lot more efficient.

302 Mr. Chen added that the program of studies doesn't have to change at all.

303 Ms. Facey added that some are in the early stages and she hopes that they would be tolerant of  
304 that. She would not be in favor of cutting the high level classes.

305 Mr. Chen asked then who decides.

306 Superintendent Steel replied, ultimately he decides within Board Policy.

307 Mr. Coughlan added that coaches do help students.

308 Ms. Landwehrle explained that if you remove the coaches, then you are losing significant  
309 curriculum development and support.

310 Mr. Manning asked about what would happen if they did not run classes with less than 10  
311 students.

312 Mr. Steel replied that there would be some AP courses that would not be offered.

313 Mr. Purvis added that there are 17 classes less than 10 students and 48 classes with less than 15.

314 Mr. Brown added that they were supposed to this work in June.

315 Mr. Manning added that he would like to do a straw vote to see where everyone is. Mr.  
316 Coughlan- supports the current budget, Mr. Grondstra-supports the current budget with the  
317 caveat with reducing the number of classes with 10 or less, Mr. Brown- supports a reduction of 4  
318 staff, Mr. Purvis- supports a reduction of 4 staff, Mr. Chen- supports a reduction of 4 staff, Ms.

319 Facey- supports the current budget with the caveat with reducing the number of classes with 10  
320 or less, Mr. Manning- supports the current budget with the caveat with reducing the number of  
321 classes with 10 or less.

322 Ms. Facey mentioned that she would be not be in favor of cutting AP classes.

323 Mr. Brown added that it doesn't have to be teachers, just staff.

324 Mr. Coughlan noted that there is a difference between professional staff and support staff.

325 IX. Public Input

326 Ms. Lynn Briggs, Amherst NH, commented that they want the best education for less than what  
327 is being spent now. She added that Hollis is a high achieving school and should look to them.

328 She further explained that there is a huge disconnect with communication, and emphasized there  
329 has to be cuts. At some point the taxpayers are angry, it seems like there are they are making  
330 decisions and feeling that they are not listening. She added that they need to hear from the  
331 taxpayers.

332 **The Board took a 5 min recess at 8:55PM**

333 **The Board resumed at 9:00PM**

334 Mr. Manning noted that he has spoken with Ms. Landwehrle and that there are students with  
335 significant needs.

336 Ms. Landwehrle clarified by discussing that they are getting a lot of students that were either  
337 homeschooled or from other states and are years behind and need significant support. They do  
338 not need an IEP and are not learning disabled, just are not where their students are. They are  
339 needing math and reading support. Their needs are just growing and growing, and it impacts the  
340 big picture.

341 Mr. Manning asked if they can compromise on three reductions.

342 Mr. Brown gave his support with three.

343 Mr. Chen added that he is not happy, but ok with three. He would like them to keep evaluating  
344 this.

345 Ms. Facey remarked that it is important to hear Ms. Briggs' comment. They need to keep in mind  
346 the parents that have kids in the AP classes might not have that same opinion. There are choices  
347 right now, at some point there won't be. Two is a good number but she can go to three. She then  
348 suggested that they look at administrative positions.

349 Mr. Grondstra added that they are moving in the right direction in far as exploring the staffing  
350 needs of the school. They need to look at those classes that are 10 and under. He can support the  
351 three for now. This conversation needs to evolve to support the taxpayer and the students.

352 Mr. Coughlan commented that he would support a reduction of three.

353 Mr. Manning thanked the Board for the discussion.

354 Discussion ensued.

355 Ms. Facey added that it was her preference to stay with Superintendent Steel's recommendation  
356 but she would go with three.

357 Mr. Manning noted that he would like to take a second vote.

358 **Mr. Jim Manning motioned to accept the default budget of \$18, 070,534 and a proposed**  
359 **budget of \$18,098,289. Ms. Amy Facey seconded the motion. 6 in favor 1 opposed. Motion**  
360 **passed. Mr. Dwayne Purvis opposed.**

361 Mr. Coughlan added that he would like to put a warrant article on for 2.0 and leave it open.

362 Superintendent Steel explained that the PH will become a bond hearing. There are facility  
363 projects that need to happen in both districts.

364 Ms. Facey agreed that there needs to be a consistent tax rate.

365 X. Non-Public Session

366 **Mr. David Chen motioned to enter into Non-Public Session RSA 91- A:3 II (a) at 9:30PM.**  
367 **Mr. Howard Brown seconded the motion. The vote was unanimous, motion passed.**

368 Mr. Manning called a Roll Call:

369 Manning-Yes, Grondstra-Yes, Coughlan-Yes, Facey-Yes, Chen-Yes, Brown-Yes, Purvis-yes

370 **Motion to Leave Non-Public Session by Amy Facey and Seconded by David Chen. Motion**  
371 **unanimously passed. Public Session reconvened at 9:32PM.**

372 **Meeting adjourned at 9:32PM with motion by Amy Facey and seconded by David Chen.**  
373 **Motion passed.**