

1 Souhegan Cooperative School Board

2 Monday, June 17<sup>th</sup>, 2019

3 Meeting Minutes- Approved 08 20 19

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant  
6 Superintendent, Rob Scully- Principal SHS, Porter Dodge- SAU #39 Director of Operations,  
7 Kathy White- Dean of Faculty, Karen Chininis-Director of Guidance, and Kelly Driscoll- Dean  
8 of Students.

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

11 Board Minutes: Danae Marotta

12 SHS Student Videographer: Shannon Hargreaves

13 Public: None

14 I. Call to Order

15 **Mr. Jim Manning, Chair of the SCSB, called the meeting to order at 6:02PM**

16 II. Public Input

17 No Public Comment

18 III. Superintendent's Report

19 End of the School Year

20 Superintendent, Mr. Adam Steel, remarked that the end of the school year went exceptionally  
21 well. He thanked all that were involved, faculty, staff and administration.

22 He then noted that he will speak to the grant process and the financial side.

23 Unassigned Fund Balance Projection

24 Mr. Steel noted a Unassigned Fund Balance of approx. \$600,000 from the expenditure side. Most  
25 of it is from Special Education.

26 He then noted that there is nothing that he is bringing forward this evening.

27 Mr. Manning asked if they can return that to the taxpayers.

28 Superintendent Steel replied, yes.

29 Mr. Chen asked if there was anything that they can buy now to offset next year's budget.

30 Mr. Steel explained that some of the things they can do, however, because they operate on a  
31 modified accrual basis of accounting. There are two unique ways, one is if they begin work now

32 and it continues in the next fiscal year. The second, if the Board would take a motion for a  
33 specific item because it was exigent.

34 Mr. Chen then asked about any pressing needs such as bathrooms.

35 Superintendent Steel replied that they do have a long list that they could do but there is nothing  
36 glaring right now to use unbudgeted funds.

37 Mr. Chen commented that the taxpayers might be concerned that they over budgeted so much.

38 Mr. Steel clarified that they thought that were going to expend those funds, but it was largely  
39 Special Education related.

40 Mr. Torres noted that the Special Education Fund is volatile account to budget for. He mentioned  
41 that they have been fortunate.

42 Mr. Steel agreed. He then remarked that was the end of his report.

43 The Board thanked Superintendent Steel and Director Mr. Dodge.

#### 44 IV. Principal's Report

45 Principal of SHS, Mr. Rob Scully, highlighted Graduation. Again, Maren Petropulos et al once  
46 again outdid themselves by organizing a wonderful evening. They are extremely proud of all  
47 graduates.

48 Regarding Athletics, Souhegan Athletes receive All-State Honors in Baseball and Girls Lacrosse.

49 Additionally, with Student Agency Souhegan High students, Ms. Simonne Dodge and Ms.  
50 Georgia Craven, along with Dean of Students, Ms. Kelly Driscoll, contributed to a WMUR  
51 report on Cyber Bullying. The Advisory program is referenced as a strategy for addressing the  
52 bullying issue.

53 On the topic of Professional Learning, this summer the Leadership Team, led by the work of Ms.  
54 Kathy White and Ms. Natalie Berger, have organized professional learning for the staff designed  
55 specifically to address the needs of individuals as well as department. Ms. White and Ms. Berger  
56 have reviewed and assessed the current status of each department as well as assessed individual  
57 requests for professional learning in designing this year's learning catalog.

58 They have evolved "summer days" into an amazing professional learning opportunity that rivals  
59 some of the best conferences our teachers attend.

60 Ms. Ane Swift, Math Teacher, was recently chosen as NH Finalist for the PAEMST Award.

61 They are extremely proud of Ane and her daily efforts on behalf of our students.

62 The Board thanked Principal Scully for all of his hard work.

#### 63 V. Committee Updates

64 None

#### 65 VI. Community Council Update

66 None

67 VII. Consent Agenda

68 **Mr. Pim Grondstra motioned to approve 1. Draft Minutes of May 28, 2019 2.**  
69 **Unanticipated Revenue \$681.00, 3. SCSD Transfer 2019 004, 4. SCSD Transfer 2019 005, 5.**  
70 **May 2019 SCSD Treasurer's Report 6. SAU Policies Sept 2017- DFA, DA, DB, DBC, DD,**  
71 **DEA, DFEB, DG, DGA, DI, DIAM, DID, DIE, DIH, DJB, DJE, DJF, DJGA, DK, DKA,**  
72 **DKC, DLB, DM, DN, EEAA and ADC/GBED/JICG and 7. SAU Policies Nov 2017- CA.**  
73 **Ms. Laura Taylor seconded the motion.**

74 Mr. Chen noted that he has some concerns about the policies.

75 Superintendent Steel mentioned that they went back to the Policy Committee, then to the SAU  
76 Board and then to a regular Souhegan meeting last month. They do not have to be approved,  
77 however, that is the process.

78 Mr. Chen asked about the 30-day timeframe for EEAA.

79 Assistant Superintendent, Ms. Christine Landwehrle, noted that she had reviewed the minutes  
80 from that meeting and at that point in time (and equipment), Leadership felt that 30 days was  
81 most appropriate.

82 Mr. Chen asked about policy EHB-R regarding electronic records. He added that digital records  
83 with criminal activities should be kept longer.

84 Superintendent Steel explained that EEAA sets out the boundary.

85 Mr. Chen noted that he voiced his opinion on this and disagrees.

86 Mr. Chen added that 30 days is not a long time, and an 8-terabyte drive is low cost.

87 Mr. Manning asked for other Board input.

88 Mr. Torres added that there is a reason why they have a retention policy certain and  
89 documentation should not be kept in perpetuity, it works both ways.

90 Ms. Taylor asked Mr. Chen what the appropriate amount of time is.

91 Mr. Chen replied longer than 30 days and it should not be a cost factor.

92 Mr. Manning asked Mr. Chen if he was talking to outside experts or his own thoughts.

93 Mr. Chen replied that he does not have experts. They can be in jeopardy by not changing that  
94 time.

95 Mr. Torres mentioned that he is ready to approve it as is.

96 Ms. Taylor replied that she can go either way and asked where is the video being stored.

97 Mr. Dodge remarked that he sees Mr. Chen's point about saving it past 30 days.

98 Mr. Chen commented that they want the policy to work. There is no reason why there is 30-day  
99 limit, he then asked for the reason for 30 days.

100 Mr. Dodge replied that storage is on the property.

101 Assistant Superintendent Landwehrle agreed that the servers are on site.

102 Mr. Grondstra noted that it is an SAU wide policy. He then suggested that they pull this policy  
103 and bring it back to the SAU Board. He is ok with passing it as well.

104 Mr. Torres asked if all of these policies were vetted by legal counsel.

105 Mr. Steel replied not all of the policies were reviewed by legal counsel.

106 Ms. Landwehrle then read the policy adding that it does not specify a time frame. She explained  
107 that the last Superintendent that this policy got paused at the SAU level

108 Mr. Manning recommended that EEAA get sent back to the SAU Board, and get guidance on  
109 best practice, what other schools are doing

110 **Mr. Pim Grondstra motioned to approve Consent Agenda items, as amended, 1. Draft**  
111 **Minutes of May 28, 2019 2. Unanticipated Revenue \$681.00, 3. SCSD Transfer 2019 004, 4.**  
112 **SCSD Transfer 2019 005, 5. May 2019 SCSD Treasurer's Report 6. SAU Policies Sept**  
113 **2017- DFA, DA, DB, DBC, DD, DEA, DFEB, DG, DGA, DI, DIAM, DID, DIE, DIH, DJB,**  
114 **DJE, DJF, DJGA, DK, DKA, DKC, DLB, DM, DN, and ADC/GBED/JICG and 7. SAU**  
115 **Policies Nov 2017- CA. Mr. George Torres seconded the motion. The vote was unanimous.**  
116 **Motion passed.**

117 Mr. Torres asked about the audit.

118 Superintendent Steel explained that they had discussed this at the last SAU meeting in May. He  
119 then explained the process.

120 VIII. Policies First Reading

121 Mr. Chen asked about policy JLCE regarding Epinephrine. Should they provide it here and are  
122 they local to all schools.

123 Ms. Landwehrle noted that there is one at each building.

124 Mr. Chen then asked about JICI.

125 Mr. Steel clarified the policy for students, staff and visitors. He added that they will be happy to  
126 answer questions by email.

127 Mr. Grondstra noted that Mr. Chen can always email the Policy Committee.

128 IX. Transcript Update

129 Assistant Superintendent Landwehrle showed the Board a Draft Transcript. They have been  
130 working with the Souhegan Grading and Reporting Committee and the Counselors. This  
131 transcript is for the incoming freshman class of 2023 and was sent out to the faculty to get

- 132 feedback. They are also looking for parent feedback and will be holding a parent forum this  
133 summer. Once they get that parent and staff feedback, they will be making some revisions and  
134 will bring it back to the Board. This will also go to Community Council as a proposal. She is  
135 happy to answer any questions that they might have.
- 136 Ms. Taylor noted that she has a lot of comments, it is the parent and the student feedback that is  
137 important.
- 138 Ms. Landwehrle replied that they have done deep work on the Core Score.
- 139 Ms. Taylor commented that she believes that the way that the information is presented is  
140 confusing. She then commented that the academic score is minimalized on this form, it is also  
141 opinionated scoring.
- 142 Mr. Steel then suggested that it may be more helpful if they discussed this offline.
- 143 Ms. Taylor added that she tried to do that earlier and this is not the version that she had seen.
- 144 Ms. Landwehrle remarked that it is a more updated draft.
- 145 Mr. Chen commented on the Academic Core Score.
- 146 Mr. Manning asked about the content area competencies and what are the most important factors  
147 for merit aid.
- 148 Ms. Karen Chininis, Director of Guidance, replied, that in terms of the overall picture, your  
149 academic performance is always number one. This has personal qualities and they should show  
150 that the qualities are going to be successful. They are looking for that information.
- 151 Mr. Manning asked if they had gotten feedback from colleges and shown this to them.
- 152 Ms. Landwehrle replied that they have not done that yet and are working on that for this summer.
- 153 Ms. Chininis explained that they do have about 100 colleges that visit them in the fall, so they do  
154 have that resource. The traditional transcript changes from high school to high school. There  
155 isn't one type of transcript.
- 156 Ms. Taylor asked where is Dual Enrollment on the transcript.
- 157 Ms. Landwehrle replied that GPA is listed on the top.
- 158 Ms. Taylor asked about the Dual Enrollment.
- 159 Ms. Chininis replied that they have to figure out how to list that for particular students and not  
160 for others. The incoming freshmen will not necessarily have AP courses with Dual Enrollment.
- 161 Mr. Grondstra suggested that the Work Study Practices Score get separated out visually.
- 162 Ms. Landwehrle thanked the Board for their feedback.
- 163 Ms. Taylor asked what is MS1 and SM1.
- 164 Ms. Landwehrle replied that it is Mid Semester.

165 Mr. Grondstra asked if they can break out the competencies on the second page. He then asked if  
166 the competencies are rolling from year.

167 Ms. Taylor asked if they are proposing if the Core score is go directly to the GPA.

168 Ms. Landwehrle explained that is a piece to be finalized for Aug and or Sept.

169 Ms. Taylor noted that she would like to see a lot of parent feedback.

170 Mr. Manning commented that the one thing that is missing is feedback from colleges, and it is  
171 important to hear from employers as well. He then suggested that they have a video because it is  
172 a bigger topic in town.

173 Ms. Chininis replied that she realizes that this is a big topic for Amherst.

174 Mr. Chen asked about grading for VLACS and dual enrollment classes.

175 Ms. Chininis replied that it is our teachers that are grading the students. She then explained that  
176 the teachers then report grades to NCC or SNHU so they receive a college transcript as well.

177 Ms. Taylor asked about the work study practices.

178 Ms. Landwehrle replied that the Task Force it is outlined deeply to explore each of those 4  
179 practices as well as rubrics. They have an extensive 90-page document and these are not teacher  
180 judgement scores, but scores that they earn. These are observable behaviors and students are  
181 given those rubrics.

182 Ms. Taylor mentioned that the student has a personality and so does the teacher.

183 Ms. Landwehrle explained that Interrater Reliability is important and something that they have  
184 talked about. They can certainly talk more after the meeting.

185 Mr. Manning asked if the Board had any further questions.

186 The Board had no further questions.

187 X. Update on Math Evaluation

188 Ms. Landwehrle noted that they finalized the teacher and student survey and they will be here in  
189 September to share that for the Board.

190 The Board thanked Assistant Superintendent Landwehrle.

191 XI. Introduce OKR Timeline

192 Superintendent Steel explained that and OKR's (Objectives and Key Results) are a part of a  
193 successful organizational structure.

194 Once the Board adopts the Strategic Plan, those OKR's will be developed internally and at the  
195 SAU level. He then discussed some objectives.

196 Mr. Manning suggested that the Board read *Measure What Matters* by Mr. John Dorr.

197 Superintendent Steel then mentioned that he has some nominations to bring forward tonight.

198 **Mr. Pim Grondstra motioned to approve Ms. Jennifer Post, BCBA SHS \$65,543, Step 11**  
199 **and Ms. Susan McTague Learning / Reading Specialist, SHS, \$59,645, Step 9. Ms. Laura**  
200 **Taylor seconded the motion. The vote was unanimous, motion passed.**

201 Mr. Chen asked what does BCBA stand for.

202 Superintendent Steel replied, Board Certified Behavioral Analyst.

203 XII. Non- Public Session

204 None

205 XIII. Meeting Adjourned

206 **Mr. Pim Grondstra motioned to adjourn the meeting at 8:04PM. Mr. David Chen**  
207 **seconded. The vote was unanimous, motion passed.**