

1 Souhegan Cooperative School Board

2 Monday, November 26th, 2018

3 Meeting Minutes – Not Approved

4 Administrative Team: Adam Steel- Associate Superintendent/Business Administrator, Christine
5 Landwehrle-Assistant Superintendent, Karen Chininis- SHS Administrator, Kathy White- Dean
6 of Faculty, Meg Beauchamp- Director of Student Services,

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

9 Souhegan AFC- Mr. Martin Goulet-Chair, Mr. John Stover, Ms. Peg Harris, Ms. Lisa Eastland,
10 Mr. George Torres and Ms. Ellen Grudzien.

11 Minute Taker: Danae Marotta

12 Public: Laura Taylor, Amherst NH and Community Members

13 I. Call to Order

14 **Chair Mr. Jim Manning called the meeting to order at 6:04PM**

15 II. Public Input

16 No Public Comment

17 III. Superintendent's Report

18 Superintendent, Mr. Adam Steel noted that the Joint Facilities Committee just met today and
19 they will be here next week at 6:00 pm to give their recommendations to the Souhegan and
20 Amherst Boards. It will be important to hear from them.

21 The SAU Board met a couple of weeks ago and they discussed consolidation, with the expansion
22 of the Cooperative to 5th or 6th grade. That discussion is ongoing and will continue at the
23 December 20th 2018 meeting.

24 Mr. Manning asked the Board if they had any questions for Superintendent Steel.

25 The Board had no further questions and thanked Superintendent Steel.

26 IV. Principal's Report

27 Principal Mr. Rob Scully, started off his report with thanks to the NEASC Coordinator/Steering
28 Committee-Ms. Amy McGuigan, Ms. Amanda Delicolti, Ms. Aimee Gibbons, Mr. Andrew
29 Emerson, Mr. Matt McDonald, Mr. Tim Cotreau, Ms. Julianne Mueller-Northcott, Mr. Charles
30 Swift, Mr. Sean Whelan, Ms. Jess Tremblay, Ms. Jolene Sawyer, and Ms. Jeanne Sturges.

31 He then welcomed Ms. Lucienne Foulks as Service Leader and Community Outreach
32 Coordinator.

33 In regards to School Culture and Climate, he just mentioned, their previously titled Community
 34 Service position has been redesigned to more deliberately align with their goal of authenticating
 35 the student experience through service learning as well as enhance their community partnerships.

36 Additionally, on Dec 4th from 6:00-7:30PM there is an SAU #39 wide Parent Forum,
 37 conversation/resource sharing event about suicide awareness and mental health promotion in the
 38 Learning Commons.

39 The Souhegan 2.0 Committee continues its meetings regarding the needs and design of SHS.
 40 They have partnered with architects-Lavallee/Brensinger and engineers- Fitzmeyer & Tocci to
 41 review all the systems and do some design thinking around re-imagining spaces. Their next
 42 meeting is Nov 29th for a plan and scope review.

43 Mr. Manning asked the Board if there were any questions for Principal Scully.

44 He then asked about Learner Agency and what is the long term vision.

45 Principal Scully replied that Community Council is a perfect example of agency. The students
 46 help make decisions, do research, design and help with governance.

47 The Board thanked Principal Scully.

48 Mr. Manning remarked that they will go back to *II. Public Input*.

49 V. Consent Agenda

50 **Mr. Pim Grondstra motioned to approve the Consent Agenda Items 1. Minutes of October**
 51 **22nd, 2018, 2. Approve Treasurer's Report, and 3. Approve Policies – ACA, IHBAA, IHBG,**
 52 **IHBH, IHBI, IKFC, ILBA, IMBA, IMBC, JJJ, JLCA, JLCB, JLCC, JLCCF. Ms. Amy**
 53 **Facey seconded the motion. The vote was unanimous, motion passed.**

54 The Board went to *X. Operational Effectiveness*

55 VI. Deeper Learning

56 Assistant Superintendent, Ms. Christine Landwehrle, discussed that they have been busy with
 57 grading and reporting and that work is continuing.

58 First, they had a parent session that went really well. They were able to share some of the
 59 changes, parents were very engaged and there were a lot of great questions. Next, they have been
 60 doing work with teachers that didn't fully develop their competencies yet such as Family and
 61 Consumer Science and Wellness. Third, the Community Council subcommittee has been
 62 working on GPA and looking at transcripts and giving feedback. There is one student that wants
 63 to provide more information about grading and reporting to other students. Last, they have been
 64 providing support to teachers about Empower.

65 Mr. Manning asked Ms. Landwehrle if she can explain why grading and reporting is important to
 66 the concept of deeper learning, what grade/s level it affects, how are the grades are different in
 67 terms of transition and what Empower is.

68 Ms. Landwehrle explained that in a mastery learning system the goal is learning. When you
69 move to a standards based grading system you are scoring students against criteria. That constant
70 feedback shifts the focus off of grades and more on the learning process and sharing strengths
71 and weaknesses.

72 They have started the transition with the team teachers in the 9th and 10th grades. In the past, they
73 did have a scale but will now have more consistency and one set system for K-12. The most
74 recent learning is what is the most important. The team teachers now have clear set criteria.

75 Last, Empower, is the grading software that allows them to input their standards and then
76 teachers match it to the standards and can score with it. It is sophisticated software and very in-
77 depth.

78 Mr. Chen asked if they can get the grade methodology beforehand. He would like to see a
79 comparison over time.

80 Ms. Landwehrle discussed that a standards based system is more rigorous.

81 Mr. Chen commented that it would be nice to know so that they can explain to people that it is a
82 different way of grading.

83 Ms. Landwehrle remarked that this is the last year the 9th grade would have a traditional report
84 card. She is not sure if that comparison is possible.

85 Mr. Purvis asked how do you measure success; how will you know.

86 Ms. Landwehrle replied that there are a few ways. First, do they have students that are more
87 engaged in their work study practices, and pushing themselves farther. Second, how many
88 students are meeting standard.

89 Mr. Manning remarked that they can compare that to other school systems.

90 Mr. Purvis commented on the level of rigor and going beyond proficiency.

91 Ms. Landwehrle replied that they have built in opportunities their courses to go farther. The
92 grade level standard is set for the end of the year. It depends on the course, and how it is
93 designed. On some courses, they might have to spiral back and be able to allow that student to
94 get that 4.

95 Ms. Facey asked if a student is penalized for getting a 2 or 3 in the beginning of the year.

96 Ms. Landwehrle responded in a standards based grading you use a Trend Line. It plots data
97 points for every assessment so you can see how they are growing. It does a mathematical
98 formula. It is expecting a student to go from a 2,3 and then 4. They do not calculate Honor Roll
99 until the end of the year.

100 Ms. Facey gave her support on grading to the mastery of the standard. It takes out the non-
101 academic aspects of the grading.

102 The Board thanked Ms. Landwehrle.

103 VII. School Culture and Climate

104 Principal Scully noted that he mentioned it in his Principal's Report.

105 Superintendent Steel commented that he does not have anything to add.

106 Ms. Facey remarked that Community Council Liaison, Mr. Joe Bennett is not able to be here
107 tonight.

108 Mr. Manning mentioned that a Board goal was to look at governance and approving that process.

109 Mr. Chen noted that it is too general and should give more direction.

110 Mr. Manning replied, they had asked to look at governing structure and what needs to be
111 addressed. That hasn't happened yet. He then suggested they put it on the December meeting
112 agenda.

113 Ms. Facey noted that with Community Council there aren't any active proposals right now.
114 They have been doing committee work and have a Grading and Reporting Committee, a Bylaws
115 Committee, a Committee to look at Structure.

116 Mr. Coughlan remarked that they also have a Constitution Review Committee.

117 Mr. Manning asked for a timeline.

118 The Board thanked Principal Scully.

119 VIII. Learner/ Student Growth

120 Ms. Landwehrle discussed that these are NWEA Fall 2018 MAP Results for 9th and 10th graders.

121 She then gave an overview of the assessment. It adapts to each student's learning level, generates
122 a RIT score for each student, allows for measuring and monitoring of student growth from year
123 to year, establishes a student's instructional level and identifies areas to focus for growth, and
124 allows comparison of a student's academic progress with other students (norm referenced).

125 She then reviewed the Reading Mean RIT Scores and Percentiles. The 9th grade Mean RIT Score
126 is in the 95th percentile (9th grade is indicative of 8th grade) and for the 10th grade, 98%.

127 She then explained the Growth Summary Reading Fall 2017- Fall 2018.

128 Mr. Brown asked about the student count.

129 Ms. Landwehrle replied, yes, she went back a year.

130 Mr. Chen asked if there was room for summer regression.

131 Ms. Landwehrle replied that the norms take that into account.

132 She then explained the Projected Proficiency-SAT-Evidence Based Reading and Writing.

133 Mr. Manning asked about the SAT proficiency.

134 Ms. Landwehrle replied for Junior year, 510 for Reading and 530 for Math.

135 Ms. Landwehrle asked the Board if they had any questions with Reading.
136 The Board had no further questions.
137 She then explained the Mean RIT Scores and Percentiles for the 9th and 10th grade.
138 She then explained the Growth Summary for Math- Fall 2017- Fall 2018. For 9th grade, 58%
139 meeting projection and with grade 10, 72% meeting projection.
140 Ms. Landwehrle reviewed Projected Proficiency, SAT-Math. She explained that it is affirming
141 that students are growing and the math evaluation will provide more data. They would love to
142 see even more students on track but it is because the benchmark is so high.
143 She then reviewed the analysis and the next steps. Reading and math achievement levels are
144 high, they will use projected proficiency data to provide additional supports to students not
145 expected to meet proficiency on SAT (Title I program), they are seeing strong growth, student in
146 both reading and math (especially grade 10, grade 9 instruction), and lastly, budget for an SAT
147 prep program for students not meeting benchmark on PSAT.
148 Mr. Brown asked if other high schools use an SAT prep program.
149 Ms. Landwehrle added that she is not sure and is thinking that they would have strong interest.
150 Mr. Brown asked if they can get students from other districts.
151 Ms. Landwehrle replied, that they do have a program that students can pay for. They had looked
152 at interest and it was high.
153 Ms. Facey replied that she highly recommends an SAT Prep course.
154 Mr. Manning asked if they can take the scores and align it to the standard.
155 Ms. Landwehrle replied, that NWEA can help but for more individualized instruction.
156 Mr. Manning asked if there was any Public Comment.
157 Ms. Laura Taylor, Amherst resident, suggested that they have SAT Prep. She added if people
158 knew that it was available they would be interested.
159 Ms. Kathy White, Dean of Faculty SHS, commented that the math department has added to their
160 local assessments questions to practice timing. Additionally, they have been using the language
161 so that students are familiar with it. There is ongoing work and they are aligning with the SAT.
162 The Board thanked Ms. Landwehrle and Ms. White.
163 IX. Learner Agency
164 *No Action- Update given in Principal's Report*
165 X. Operational Effectiveness

166 Mr. Martin Goulet, Amherst NH, introduced himself as Chair of the Advisory Finance
167 Committee. He explained that as a Committee, they review the budget thoroughly with multiple
168 meetings with sub-teams, and then internally.

169 He then noted the Key Metrics changes 2019-2020. Enrollment 2019-740 actual, 2020-736
170 forecast for a (0.54% decrease), Inflation 2019- 2.1% (full year), 2020- 2.5%(½ year)

171 Budget- Adopted 2019-\$18,171.42, Proposed 2020-\$18,178.084, 0.04% Increase, a budget
172 which follows enrollment (0.54%) would be \$18,074,341.

173 He then explained that the process was compressed this year due to various factors, preventable
174 and unpreventable. The AFC has outstanding questions, included in 7 category reports to follow
175 which we will continue to run to ground with their sub teams. It may be possible to get closer to
176 a flat or declining budget by answering these questions.

177 Next, AFC provisionally recommends this budget (6-0,1 abstain) with the expectation of re-
178 voting prior to Deliberative after out follow-ups are complete and any Board revisions occur.

179 AFC Member, Ms. Ellen Grudzien, commented that she is not in agreement with bullet #2. “we
180 believe it may be possible to get closer to a flat or declining budget by answering these
181 questions”. She remarked that she was a part of the special education sub-group and it was
182 commendable what they have done with the budget in regards to the high increase.

183 Mr. Goulet asked the Board for any questions.

184 The Board had no questions.

185 Superintendent Steel thanked the AFC for their thoughtful questions, time and service.

186 Mr. Manning asked if they shared their questions with the administration.

187 Mr. Goulet replied that he would have to go into each of the subsections, they are all numeric
188 questions.

189 AFC Member, Ms. Lisa Eastland, asked how do they want to handle the questions that cross over
190 into other sections.

191 Mr. Manning noted that he will make sure that he knows the AFC questions and concerns. He
192 will communicate that to the Board.

193 Ms. Facey asked that she thought the questions were answered by the administration. She added
194 that each board member is a part of a subcommittee and they should know.

195 Mr. Goulet replied that a recap of the questions they had might be in order.

196 Mr. Manning commented that it would be useful.

197 He then asked if there were any further questions for Mr. Goulet.

198 The Board had no further questions.

199 Mr. Manning thanked the AFC for their time and commitment.

200 Superintendent Steel asked the Board if they are ready to move to Public Hearing on January 9th
201 2019 and Deliberative Session, February 4th 2019.

202 Mr. Grondstra replied that he is not ready to go to Public Hearing at this time.

203 Mr. Coughlan also remarked that he would like more time.

204 Mr. Brown mentioned that he has questions that are best suited for Non-Public Session.

205 Mr. Purvis asked about the analysis of the Master Schedule.

206 Superintendent Steel replied, they will discuss the Master Schedule later on this evening.

207 Mr. Chen added that he has questions for Director of Student Services, Ms. Meg Beauchamp.

208 Ms. Facey commented that she would appreciate having a working session.

209 Mr. Manning added that he also has questions.

210 Superintendent Steel noted that there has been a net reduction from where they started.

211 Mr. Manning remarked that they will schedule a working session.

212 The Board then went to *VI. Deeper Learning*.

213 Superintendent Steel then explained that there have been discussions over the Master Schedule
214 for some time now. The purpose of this discussion is to give the Board and the public some
215 clarity over the Master Schedule and how they determine the budget for the number of teachers
216 they need, prospectively.

217 First, Students elect classes, and that is not complete until the Spring. It is not a total guess, but
218 an estimation using trend data. At budget time, they forecast on the number of students that they
219 are anticipating for the ensuing year, and the classes that they think they will need in each subject
220 area. Then use that to make the decisions on the number of staff that is needed. Next, in the
221 Spring they build the Master Schedule for the following year. This process is completed each and
222 every year.

223 This past year, the Master Schedule wasn't completed until he and Assistant Superintendent
224 Landwehrle had reviewed it. He then shared all the data, with his questions, answers and
225 spreadsheets on October 23rd to the SCSB.

226 Now, in the budget process for FY 20', they look at projected enrollment, which is flat. This then
227 leads to concerns about FY 21', 22' and 23's declining enrollment. What they saw in the budget
228 process is that HS Administration provided him with their projected data. He then took 2 regular
229 faculty positions out of the budget trying to become more efficient.

230 He then asked the Board if they are tracking with him the process that is used.

231 The Board replied, yes.

232 He then asked what changes or additional data would the Board would like to see to help them
233 become more informed. He has provided them with all the data and doesn't have anything else to
234 give them.

235 Mr. Chen added that a number of years ago they were told that the ideal class size was 15-22.
236 Now, there is one class that had 6 students and another with 12. He then asked for the process on
237 making that decision.

238 Mr. Steel discussed that this current year was largely based on Principal Scully's
239 recommendation to him. He then gave his support in giving capstone courses to high achieving
240 students.

241 Mr. Chen noted his support of capstone classes he then asked about the meetings regarding the
242 Hollis/Brookline collaboration.

243 Superintendent Steel replied that they have not met this school year.

244 Ms. Facey gave her support for the capstone and AP classes and would be hesitant to cancel
245 them. She then asked if there are problems with small classes and if there was a way around the
246 small class sizes.

247 Mr. Steel replied, that with Latin 3 and 4 they had 16 students. They had to create two sections in
248 order for students to participate in band. There are many examples like that.

249 Ms. Facey added that she had a similar example with her child and asked if they can do an
250 Independent Study.

251 Principal Scully replied, yes, they have done that before.

252 Ms. Facey asked what were the other small classes.

253 Superintendent Steel replied, AP Spanish, Math Modules, Giant Steps Jazz, Flash Animation,
254 Intro to Calculus, and AP Physics.

255 Mr. Brown asked if they are utilizing VLACS.

256 Principal Scully replied, yes, and making it more strategic.

257 Mr. Brown gave his support for VLACS, noting his daughter took a class.

258 Mr. Purvis commented that he does not believe that it is all guesswork with where the students
259 will be in April. He then asked why can't they give the students that framework now, with
260 Seniors choosing first. He then asked what their goal is for teacher facing. He calculated it at
261 72.9. He would like to understand and get it correct.

262 Principal Scully replied that they are closer to 80 to 1.

263 Discussion ensued over the Master Schedule.

264 Mr. Chen suggested that the top teachers teach classes with a greater amount of students.

265 Mr. Manning commented that they continue to have questions about the Master Schedule. He
266 further discussed that their role is governance, it is not for them to provide the solution.

267 Mr. Brown noted that moving from Trimesters to Semesters has helped them somewhat.

268 Mr. Manning discussed that they can make that decision as a Board. He added that their role is
269 governance.

270 Mr. Steel commented that Mr. Chen had asked what a 0% and 2% CPP increase looked like.

271 Mr. Chen asked when did he give that presentation.

272 Superintendent Steel replied, that was in his budget presentation last month.

273 Mr. Purvis commented that he would like to ask some more questions after the meeting.

274 Superintendent Steel replied, yes, absolutely.

275 Mr. Purvis remarked that the questions still persist among the community.

276 Mr. Coughlan remarked that it is not that they can't ask questions, they can. They just can't do
277 the schedule.

278 Mr. Manning asked if there were any more questions about the Master Schedule.

279 The Board had no further questions and thanked Superintendent Steel.

280 XI. Non-Public Session

281 None

282 XII. Meeting Adjourned

283 **Ms. Amy Facey motioned to adjourn the meeting at 8:10 PM. Mr. Dwayne Purvis seconded**
284 **the motion. The vote was unanimous, motion passed.**