

1 Souhegan Cooperative School Board

2 Monday, September 24th, 2018

3 Meeting Minutes – Approved 10 22 18

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

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

9 Minute Taker: Danae Marotta

10 Public: Laura Taylor, Amherst NH.

11 I. Call to Order

12 **Chair Mr. Jim Manning called the Meeting to Order at 6:06PM.**

13 II. Public Input

14 Ms. Laura Taylor asked about the new grading system and is there an avenue for the students to
15 advance.

16 Assistant Superintendent, Ms. Christine Landwehrle, replied that the Assessment Grading and
17 Reporting Committee will make that decision and they will look at other schools and what makes
18 sense for them.

19 She added that they need to build their curriculum in that way and she sees it evolving

20 Mr. Brown asked what do they do now if students want to advance.

21 Ms. Landwehrle replied, that now it is up to the teacher to support those that are struggling and
22 to advance those that are excelling.

23 Mr. Brown added that it is their hope that they don't lose students to other schools because they
24 are not where they want to be.

25 III. Superintendent's Report

26 Superintendent Mr. Adam Steel noted that he has a few items with a successful school year so
27 far.

28 The Joint Facilities Meeting was today. Business Administrator, Ms. Stephanie Grund will
29 update the Board later on in the meeting.

30 All of the Safe Havens recommendations around the climate and culture are in the process of
31 being implemented. Work has been done over the summer and will continue to be implemented.
32 He will be updating Community Council, next Monday, on some of the technology items that are
33 being worked on including cameras.

34 Mr. Manning then skipped to the AFC Introductions.

35 Mr. George Bower, Moderator of the AFC discussed that they are well organized and have a
36 good structure for budget analysis. He then introduced Chair, Mr. Martin Goulet, Mr. John
37 Stover, Ms. Peg Harris, Ms. Lisa Eastland. Last, he introduced Mr. George Torres from Mont
38 Vernon noting his strong financial background.

39 Mr. Bower added that they are still looking for an additional MV member.

40 The Board thanked Mr. Bower and the AFC Committee adding that the Board is looking forward
41 to working with them.

42 IV. Principal's Report

43 Mr. Manning added that Ms. Natalie Berger, Dean of Faculty, is here noting they have brief
44 summary. She heard that there was a request for an update on three specific areas.

45 First, moving towards to deeper learning, teachers were engaged in deeper learning this summer.
46 They even created a catalog and looking at Mastery Grading practices, Empower training and
47 work study practices, etc.

48 Second, with Learner Agency, it was a student led effort and it was a great first day for the
49 freshmen. They do have students co designing ELO's and they are actively engaging with that.
50 Community Council has elected its new members and they are up and running.

51 Third, around Climate and Culture, Ms. Kelly Driscoll, Dean of Students, has an Advisory
52 design team and they are really looking at the Advisory program. And if they can make that a
53 place where students are safe and provide them with support, it will be great.

54 Mr. Manning asked the Board if they had any questions.

55 Mr. Brown asked about the safety SRO and if she will come and give a presentation on the
56 emergency response plan. He added that he would like to see that.

57 Ms. Driscoll replied, yes, she certainly can.

58 Superintendent Steel noted that it will be done in Non-Public Session.

59 Ms. Facey asked about what has been done about the communication to parents in the change in
60 grading.

61 Ms. Berger replied that they are doing multiple things, such as sending out communication about
62 Back to School Night and they are hoping to have a forum in October (TBA). If they can time it
63 right they can provide parents with information about their learning.

64 Ms. Facey asked about special development time for teachers to go back for consistency
65 maintained in the process throughout the year.

66 Ms. Landwehrle replied, that she can talk about that later in her presentation.

67 Ms. Facey asked what is the plan for grade 11 and 12.

68 Ms. Berger added that they will go over that in a minute.

69 Mr. Manning added that he appreciated the format for the Principal's Report and that it was very
70 helpful to get the routine updates.

71 Ms. Facey remarked that it would be great to get these on a regular basis.

72 Mr. Dwayne Purvis joined the meeting via phone.

73 Mr. Manning asked him if it was unreasonable to be here and if he was alone.

74 Mr. Purvis replied, yes to both questions.

75 V. Consent Agenda

76 **Ms. Amy Facey motioned to accept the Consent Agenda items 1. Minutes of August 27,**
77 **2018, as amended, 2. Treasurer's Report, 3. Budget Transfers – FY19 and 4. Amherst**
78 **Recreation-Contract with Amherst and Souhegan. Mr. Pim Grondstra seconded the**
79 **Motion. The vote was unanimous, Motion passed.**

80 **Mr. Manning called a Roll Call: Manning-Yes, Grondstra-Yes, Facey-Yes, Purvis-Yes,**
81 **Coughlan-Yes, Brown-Yes, and Chen-Yes.**

82 Mr. Chen pulled the 1. 08 27 18 Minutes.

83 He then asked about line 68:

84 *“Mr. Chen asked about the Special Programs.”*

85 Changed to:

86 *“Mr. Chen asked about the tuition cost of a regular student and the tuition cost for a student*
87 *with an IEP. Regular student is the previous year's cost per pupil and the actual cost student*
88 *with an IEP is \$50K.”*

89 Superintendent Steel then explained the cost of tuition for a regular student and a student that is
90 on an IEP.

91 VI. FY 20 Budget Presentation

92 Ms. Grund noted that they are working on it between the multiple districts but will have the full
93 budget with the presentation in October.

94 Superintendent Steel added that community member, Mr. Steve Frades is working on enrollment
95 projections.

96 Mr. Manning asked for an update on the Souhegan 2.0 project.

97 Ms. Grund discussed that Souhegan has facility needs and needs throughout other districts and
98 they are planning for consistent tax rates.

99 The new Joint Facility Committee is made up of Amherst and Souhegan School Board members,
100 Building Administrators and community members adding that they are looking at the 4 schools.

- 101 They had their first meeting tonight discussing that SHS has movable wall issues, HVAC issues
102 and other concerns. They are looking at the Science Labs and what is the best flooring for
103 schools. There is a lot for the Souhegan 2.0 project and they are going to start addressing those
104 needs. Also, C/W has significant needs as well.
- 105 Ms. Facey asked once that report is completed how do they determine their priorities.
- 106 Superintendent Steel replied that the Committee will let them know, however, the Board may not
107 agree with their recommendations.
- 108 Ms. Facey asked if they are going to balance the districts in terms of parents.
- 109 Superintendent Steel responded that he put out an open call to parents of both districts.
- 110 Mr. Coughlan remarked that the timeline to put warrant article is going towards a December
111 conclusion, it is a big lift.
- 112 Ms. Grund added that the Joint Facilities Committee will start touring facilities this Monday.
- 113 Mr. Chen asked if he was on the committee.
- 114 Superintendent Steel replied that he was an alternate, however, it is an open meeting and anyone
115 is welcome to attend.
- 116 Mr. Brown asked for numbers on enrollment.
- 117 Superintendent Steel explained that there is a community member that is very knowledgeable
118 and is working on that right now.
- 119 Mr. Chen asked about using the CIP report and population growth. He added that it was what
120 they had received as a Board.
- 121 Ms. Grund noted that there are quite a lot of building permits that are out and there has to be an
122 increase. It will be interesting to see.
- 123 Discussion ensued.
- 124 Superintendent Steel added that they are looking at home sales and birth rates, the last Census
125 was done in 2010. He added that he does not know how accurate the interim data is.
- 126 Mr. Purvis asked about the Master Schedule.
- 127 Superintendent Steel replied, that is one of the first things that they start with, they are working
128 on it and they will provide it to him soon. It will then drive their personnel requests.
- 129 Mr. Manning noted that they will expect to see it in October as they can't do the budget without
130 it.
- 131 He then asked about a longer range plan and building it into the strategic priorities.

132 Superintendent Steel noted that he is operating under the assumption that they will still need
133 upgrades and the appropriate amount of space. Even if they do a follow up project 5 years later,
134 it will not interfere with what they have going on now.

135 Ms. Facey asked about the student recommendation about lighting and colors and if it will fit
136 into school culture and climate.

137 Superintendent Steel replied, indeed, Ms. Paige Castell is still the lead on the Souhegan 2.0
138 project and that is high on the list of priorities.

139 The Board thanked Ms. Grund.

140 The Board then went to the second Public Input.

141 There was no Public Input.

142 VII. AFC Introduction

143 *See III. Superintendent's Report*

144 VIII. Summer Curriculum-Overview Math Evaluation Update

145 Assistant Superintendent, Ms. Christine Landwehrle added that she will give the Board a quick
146 overview. She added that their focus is Deeper Student Learning and School Climate and
147 Culture. That work included refining curriculum where needed to ensure alignment to standards
148 and competencies, supporting teachers in using Empower to begin standards-based grading,
149 continuing their PACE performance assessment work and supporting the review and revision of
150 advisory program.

151 She continued by explaining that they had a busy summer with Curriculum and Standards Work:
152 Humanities summer institute (English and social studies), Social studies critical concept
153 development, Math competency development and standards alignment, Science competency
154 development and standards alignment, World language rubric revision and competency/standards
155 development, STEAM – Integrated Project Planning, Business, tech, FCS, wellness, and arts
156 competency development and standards alignment and they had additional summer days for new
157 programs, new courses, and new partnerships.

158 She added that they also did a lot of training and it worked best in small groups.

159 Mr. Manning asked for greater clarification about Empower.

160 Ms. Landwehrle explained that Empower is a learning management system that teachers can
161 interface with students. It is also the Grading and Reporting side as well.

162 Mr. Brown asked about the percentage of the teachers that have been trained. He then
163 commented that he knows that teachers sometimes have other jobs in the summer.

164 Ms. Landwehrle added that all of the 9th and 10th grade team teachers. They heard that the best
165 time is in June and the teachers know that is when they do their work.

166 Director of Faculty, Ms. Kathy White, noted that they worked with the coordinators, teachers and
167 team captains to find what their needs are and best times to offer the training.

168 Mr. Chen asked about additional training.

169 Ms. Landwehrle replied, that they do not want to change the scoring for a student half way
170 through their high school years. She then added that they have a hand out for the Board.

171 Mr. Chen asked about the assessment score, commenting that it is a complex formula.

172 Ms. Landwehrle noted that students can see every activity that they have done and how they
173 were scored. They can see two views. It is hard to see without the visual.

174 Mr. Manning asked if she can explain from competency and excellence. He noted that many
175 people, parents and taxpayers, know the typical A, B, C grading. He then asked for an example
176 in excellence.

177 Ms. Landwehrle noted that they have to have a competency based system from the State. In their
178 system they will have a 1-4 scale. They need to determine the cut point. There are some systems
179 where it is a “yes or no” or a “1-3” scale.

180 Mr. Manning asked how does it relate to colleges.

181 Ms. Landwehrle noted that colleges understand the standards based grading system. It is actually
182 communicating a lot more to colleges.

183 She added that a lot of schools went to a Latin Honor System and it is celebrating all of the
184 students that above competency.

185 Mr. Chen asked about the set points for distinctions.

186 Ms. Landwehrle added that they haven’t gotten to that point yet.

187 She further explained that they have to decide what that means and if it was an advance
188 placement course what that looks like on a transcript.

189 Mr. Grondstra gave his support for competency based education. He then asked at what point do
190 they determine that they can move on to the next topic.

191 Ms. Landwehrle added that once they get the system in place they will be able to look at it more
192 closely. She noted that they also need to have a schedule that is flexible.

193 Ms. Facey asked if there was enough PD time incorporated to implement and feel comfortable
194 with using the system

195 Ms. White explained that they are rethinking time structures.

196 Mr. Brown asked about the timeline, and what happens if they lose a staff member.

197 Ms. Landwehrle replied, that is one of their biggest challenges.

198 Ms. White responded that they have a lot in place and some the staff that they have hired are
199 familiar with it.

200 Ms. Landwehrle noted that they are starting to change their new teacher orientation. She added
201 that they had over 40 in the SAU, which was a lot.

202 Ms. White added that they appreciated the summer days and thanked the Board.

203 Mr. Chen asked

204 Ms. Landwehrle noted that there is a link to a teacher hand book in the agenda packet.

205 The Board thanked Ms. Landwehrle and Ms. White.

206 IX. Security Crosswalk- Discussion

207 Superintendent Steel noted that he went through the CC recommendations that were made by
208 Safe Havens International to see where there was alignment and no alignment.

209 He added that Community Council is on the right and Safe Havens on the Left.

210 Community Council noted that one of their first items was to hire a non-profit safety and security
211 assessment company to help assess needs. They have done that and Safe Havens is a great group.

212 Adult and Student Expectations that was included, Community Wide Focus on Personalization,
213 that was not in the SHI Report but part of strategic planning, next, education and training for all,
214 that was included and then recognize the importance of a campus monitor, that was not
215 specifically mentioned but understood.

216 Next, commit to an annual safety and security check in, this was not specifically included but
217 understood.

218 He then reviewed what has been included such as separated visitor parking, buzzer system
219 entrance, safety app, system protocol, and involve all in improved lock down and fire drill
220 procedures, 3M security film and if you look down there is a lot in agreement.

221 Then, he flipped what it looked like, with the one thing not in agreement, is the Surveillance
222 System.

223 He added that with everything they are about in 95% in agreement.

224 Ms. Facey asked wasn't there something about Advisory.

225 Superintendent Steel responded that it is a part of the Culture.

226 Mr. Grondstra asked if advisors are being trained on mental health issues and keeping an eye out
227 for those that might need help.

228 Superintendent Steel explained that he knows that there is more awareness.

229 Dean of Students, Ms. Kelly Driscoll replied, yes, she added that one of the things over the
230 summer in their retreat is examining the role of the advisor and how they are aligning to what

231 they are doing right now. She added that they are infusing PD with faculty meetings. She
232 emphasized that they have trainings for teachers and using faculty meetings to design what is
233 coming up in advisory. It will evolve over the course of the year, listening to what is needed.

234 Mr. Manning asked about the React Program, from Justice Broderick.

235 Superintendent Steel noted that former Supreme Court Justice Broderick is championing the
236 cause of mental illness and he is visiting schools and developing a program called React.

237 Ms. Driscoll explained the Parenting Partnerships and added that they are looking to have
238 community events frequently. They can tailor it for specific grade levels and it is a nice
239 partnership.

240 The Board thanked Ms. Driscoll.

241 They then went to Public Comment. *See Line 14.*

242 X. PPC Early Retiree Incentive

243 Superintendent Steel explained that there was a new clause in the GBCD Policy. This was
244 through PPC negotiations this year.

245 Mr. Coughlan noted that they must elect it by October 15th, and they can extend it if need be.

246 Superintendent Steel noted that time was meant to aid in the budgeting process.

247 Mr. Chen asked about the time for teachers to let them know.

248 Mr. Coughlan explained the process for teachers if they decided to use this early retirement
249 option.

250 Superintendent Steel added that the real question is if the board would like to offer this, if so they
251 will budget for it. They can make it available, give them a deadline and if they can pay it out of
252 the current fiscal year then they will do so. If not, they will put it into the budget for next year.

253 Ms. Facey commented that it will be useful to have more information once they get more
254 information on the master schedule next month.

255 Mr. Brown added that he doesn't understand what they have to gain for early retirement.

256 Mr. Coughlan added that it is something that staff has been asking for in his term with PPC.
257 There are three ways,

258 Mr. Brown asked if they have to decide every year for this.

259 Superintendent Steel replied, yes.

260 Mr. Manning asked Superintendent Steel for his opinion.

261 Superintendent Steel replied that he has not yet reviewed the Master Schedule.

262 Mr. Coughlan added that it is for support staff too.

263

264 Mr. Manning suggested that the Board discuss this next month.

265 XI. Non-Public Session

266 **Mr. Pim Grondstra motioned to enter into Non-Public Session RSA 91- A:3 II (c) at**
267 **7:52PM. Mr. David Chen seconded the Motion. The vote was unanimous, Motion passed.**

268 Roll Call: Brown, Grondstra, Chen, Coughlan, Manning and Facey.

269 Others present were Superintendent Adam Steel, Assistant Superintendent Christine Landwehrle,
270 Student Services Director, Meg Beauchamp

271 Meeting called to order at 7:55PM

272 Motion to exit Non-Public Session at 8:19PM made by Mr. Grondstra and seconded by Ms.
273 Facey

274 The Board re-entered public session at 8:19PM

275 Mr. Grondstra moved to change the assignment of Jen Huard from Learning Specialist to Special
276 Education Administrator. Mr. Brown seconded. Motion passed unanimously.

277 Motion to adjourn was made by Mr. Grondstra at 8:20PM Seconded by Mr. Brown. All were in
278 Favor

279 XII. Meeting Adjourned 8:20PM

280