

1 Souhegan Cooperative School Board

2 Monday, June 4th 2018

3 Meeting Minutes – Approved August 27, 2018

4 Administrative Team: Adam Steel- Associate Superintendent/Business Administrator, Christine
5 Landwehrle- Director of Curriculum and Professional Development, Kathy White- Dean of
6 Faculty SHS, Stephanie Grund- Business Department and Kelly Driscoll- Dean of Students SHS.

7 Souhegan Cooperative School Board: Jim Manning- Chair, Steve Coughlan- Secretary, David
8 Chen, Amy Facey, and Dwayne Purvis.

9 Minute Taker: Danae Marotta

10 Public: None

11 I. CALL TO ORDER

12 **Mr. Jim Manning called the meeting to order at 6:05PM**

13 II. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

14 □ Article V - Sections 1-3 of the Souhegan High School Constitution

15 The Board recited the Pledge of Allegiance.

16 III. ANNOUNCEMENTS

17 A. Associate Superintendent's Report

18 Associate Superintendent, Mr. Adam Steel discussed that they had their graduation ceremony
19 this past Friday with beautiful weather. He noted that a student sang wonderfully.

20 The SAU Board meeting was last week and Ms. Christine Landwehrle, Director of Curriculum
21 and Professional Development will be the Associate Superintendent, as of July 1st, expanding
22 what she currently does. He thanked her and the Board for their support.

23 This is the last meeting until August and soon, will jump right into things that are done in the
24 fall, like the budget.

25 They have been hard at work evaluating outside lighting with Eversource. They will work out
26 financing. They will save in energy costs in 2-3 years.

27 He was in Massachusetts today with Mr. Porter Dodge and they are looking for hardware and
28 software to manage the security system here. They put out a request for quotations and will have
29 contracts by June 30th to take advantage of the surplus this fiscal year.

30 He discussed that he met with Dean of Students, Ms. Kelly Driscoll and Community Council and
31 are getting on the same page together. It was a productive meeting.

32 Security is on track. He has heard from the community and it has been positive. He also
33 discussed that he heard from some of the students in Advisory and they were very respectful and
34 well-spoken.

35 Mr. Chen asked how the security spending will go in regards to the State money. He asked how
36 it will it go with the money that they had authorized in June.

37 Mr. Steel replied that previously the Board authorized \$250,000 of local tax dollars to be put into
38 the school for security upgrades. They put in a grant for \$100,000 from the State of NH
39 Infrastructure Fund. It was put in the queue and they will be at the top of the line for the next
40 round of funding. When they do get approved they will need to provide the State information,
41 that would bring the total to expend to \$350,000.

42 Mr. Chen added that he thought that the grant was specific to the lights outside.

43 Mr. Steel replied that they will not have a problem with spending the grant money and will adjust
44 it as necessary. They can also have a Board meeting if needed as well.

45 Ms. Stephanie Grund of the Business Department, added that they know that they are in the
46 queue but that is all they know at this time.

47 The Board thanked Mr. Steel and Ms. Grund.

48 B. Principal's Report

49 Mr. Steel added that Principal Mr. Rob Scully is attending to a personal matter and cannot be in
50 attendance tonight. They are happy to answer any questions the Board may have.

51 Mr. Manning added that if they did have questions, they can always ask at the next meeting.

52 C. Community Council Report

53 Ms. Facey remarked that there is nothing to report as Mr. Steel met with the Security
54 Subcommittee.

55 The Board thanked Ms. Facey.

56 D. Committee Reports

57 Mr. Coughlan added that PPC had its last meeting of the year this afternoon. They are taking
58 advantage of a two-year contract looking at health insurance and getting a deep dive on career
59 growth.

60 Ms. Christine Landwehrle added that they spent some time at the (Assessment Grading and
61 Reporting) meeting reviewing the work they had done and a lot of the work has been taken on by
62 instructional coaches this year. They did a lot of work with rubrics.

63 They had a lot of teachers that were relieved that they were looking at research and utilizing
64 existing leadership and instructional coaches. They did have one teacher that explained in the
65 beginning it did take a long time (using standards based grading) and now it is much easier.

66 They will be using Empower and although it will be used differently in each building, it will not
67 be for learning management.

68 Ms. Facey asked if the Board can have info for Souhegan. They did work in looking at their
69 goals and wondered how it can tie in.

70 Mr. Manning asked about the purchasing of Empower and if it was part of another package.

71 Ms. Landwehrle replied that they currently have ItsLearning and are moving to Empower. Next
72 year SHS will have both, and they not ready to move content. They want to give teachers time to
73 use the system.

74 Mr. Manning asked how long have they had Empower.

75 Ms. Landwehrle replied they are not fully utilizing empower and have had it since last year.

76 The Board thanked Ms. Landwehrle.

77 IV. PUBLIC COMMENT

78 No Public Comment

79 V. CONSENT AGENDA

80 A. Minutes

81 1. May 22, 2018

82 B. Budget Transfer

83 1. TSFR 2018 009

84 C. Field Trips

85 1. D.C. – November 2018

86 2. Germany- February-March 2019

87 D. Policies

88 AC – Non-Discrimination

89 BEDC – Quorum

90 JLC - Student Health Services

91 KA/IJO - School, Family and Community Partnerships

92 KD/KDC – School District Online Publishing

93 KD-R – School District Online Publishing-Regulations.

94 **Mr. Steve Coughlan motioned to accept the Consent Agenda items A. Minutes 1. May 22,**
95 **2018, B. Budget Transfer 1. TSFR 2018 009, C. Field Trips 1. D.C. – November 2018, 2.**

96 **Germany- February-March 2019 and D. Policies, AC – Non-Discrimination, BEDC –**
 97 **Quorum, KA/IJO - School, Family and Community Partnerships, KD/KDC – School**
 98 **District Online Publishing, KD-R – School District Online Publishing-Regulations. The**
 99 **vote was unanimous, motion passed.**

100 Mr. Chen noted that he has concerns with the Minutes, Field Trips and Policies.

101 Mr. Manning added that they will go to the policies first.

102 Mr. Chen noted his concern about policy JLC- Student Health Services. He added that he has
 103 questions on the trips as well.

104 He then asked how should they reported to the nurse. He added that it should be in written form.

105 Mr. Steel noted that when it is a significant injury he and Ms. Grund will get a report from the
 106 Nurse. It then will go to their insurance carrier and they will follow up.

107 Mr. Coughlan added that it is top of mind for staff not bottom.

108 Ms. Facey during the last few policy meetings they have had that discussion and how do they
 109 know they are being utilized. She asked how do they know the staff has the correct information.

110 Mr. Manning asked if they have these policies, does every school have this many and is this
 111 actionable.

112 Ms. Facey added that there needs to be some overall guidelines so that they know it is being
 113 implemented.

114 Mr. Manning asked if our educators and staff know each policy.

115 Mr. Coughlan discussed that there is a small list of very important policies in that staff have to
 116 read when they sign their contract. He added that many are in the common sense realm.

117 Mr. Chen added that he is concerned that there needs to be some actionable way to ensure this
 118 and it is a liability issue. He added that it is not something that they can count on. He added that
 119 there doesn't seem to be a process in place.

120 Mr. Steel remarked when he was here as Business Administrator, Ms. Katie Hannan, Director of
 121 Finance went through the "D" policies to ensure compliance. He then remarked that amount of
 122 statutes in the State and that in almost all cases common sense prevails. Ms. Carrie James,
 123 Director of HR, is creating a form for employees to sign off in their understanding of key
 124 policies. That is pretty reasonable.

125 Mr. Brown added that there are 222 policies.

126 Mr. Purvis asked, back to this policy, how is it reported. He added that in the case of an accident,
 127 he would like to know what exactly happens.

128 Mr. Steel replied in the case of a serious injury they do get witness statements.

- 129 Ms. Facey remarked, in this policy, they included a supervising adult. It is its making sure that
130 the play director or other supervising adult know that this policy exists.
- 131 Mr. Purvis asked if there was a specific form.
- 132 Ms. Grund replied, yes, there is a form.
- 133 Mr. Brown added that he sees no reference to the policy being drug and alcohol related, thinks
134 that they should put something about that in the policy too.
- 135 Mr. Steel remarked in the situation of sobriety, they do involve other people.
- 136 Mr. Purvis added that underage drinking is illegal.
- 137 Mr. Steel replied that there is part of the MOU (Memorandum of Understanding) with the local
138 law enforcement they have to be notified.
- 139 Mr. Chen added that the issue is that there is a formal mechanism of communicating.
- 140 Mr. Manning added that Mr. Coughlan will take JLC - Student Health Services back to the
141 Policy Committee.
- 142 Mr. Chen asked about the last paragraph of KA/IJO - School, Family and Community
143 Partnerships Policy.
- 144 Discussion ensued.
- 145 Mr. Purvis asked who is on the Policy Committee, and if they can get a list of who is on the
146 committee.
- 147 Ms. Facey replied, it is comprised of Board Members/Superintendent and listed on the SAU 39
148 website.
- 149 Mr. Purvis asked about this board in terms of legal issues.
- 150 Mr. Steel replied that he will be happy to meet with Mr. Purvis at a different time to answer his
151 questions and further discussion.
- 152 Mr. Manning noted that board members seem to have questions and they may want to explore
153 how to expedite the process and put them at ease.
- 154 Ms. Facey added that in the case of policies, for past practice, any questions could be sent to
155 herself and Mr. Coughlan, second, there is an opportunity for questions at the SAU meeting and
156 lastly, they go to the individual boards. At the last SAU meeting, Mr. Steel outlined a way to
157 relook at policies which is great for earlier feedback.
- 158 Mr. Steel then described a new way to look at policies and have them adopted by the individual
159 boards.
- 160 Mr. Purvis asked what is the priority, periodic review or legislation.

- 161 Mr. Steel replied that most of their times would be spent on legislative impact or adjustment of
162 old policies based on outside influence.
- 163 Mr. Chen added his concern with the may minutes and noted that he thinks that line 40 should be
164 stricken.
- 165 Discussion ensued.
- 166 Mr. Coughlan added that the Math Evaluation was in the Consent Agenda and the details are in
167 the packet itself.
- 168 Mr. Manning read a portion of the may minutes. He added that is what he remembered what
169 happened.
- 170 Mr. Coughlan echoed Mr. Manning.
- 171 Mr. Chen then asked about the “N/A” listed on the Germany trip details. He noted that the date
172 of return is a typo.
- 173 Mr. Manning then asked Dean of Students, Ms. Kelly Driscoll to give greater detail.
- 174 Ms. Driscoll replied that the Germany Trip does have two days out of school prior to Feb
175 vacation. She added that they should have noted that.
- 176 Mr. Chen added that the other field trip has the same issues with “N/A” listed. He added that he
177 does not understand why.
- 178 Ms. Driscoll replied, with #14 there should be clarification.
- 179 Discussion ensued.
- 180 Ms. Driscoll added when the teacher put that it was intentional and they have no classes.
- 181 Mr. Purvis asked for item # 8 on the Germany trip, could they say “unknown at this time”.
- 182 Mr. Chen remarked that this is all the data they receive and don’t get to ask the teacher any
183 questions. He mentioned that he would appreciate more information.
- 184 Ms. Driscoll remarked that this was based on past practice and noted his concerns for the future.
- 185 IV. PUBLIC COMMENT
- 186 No Public Comment
- 187 VI. PRESENTATIONS/REPORTS
- 188 A. Youth Risk Behavior Survey
- 189 Mr. Steel discussed that the Youth Risk Behavior Survey is a survey conducted every two years.
190 You will note in the statutes that it does not require parental permission.
- 191 If the Board has limited questions, they can attempt to answer them, but if they have more than
192 that, they would want to add it as a future agenda item.

193 Mr. Purvis asked about parental notification.

194 Mr. Steel added that he remembers getting an email.

195 Mr. Manning echoed Mr. Steel.

196 He noted that they will have greater discussion in August.

197 VII. INFORMATIONAL

198 A. Ethics Forum HYPE

199 Mr. Steel discussed that Mr. Chen had previously asked for some accounting information about
200 the Ethics Forum HYPE. Ms. Grund has put together some inputs and outputs that are pretty self-
201 explanatory. It is in the packet. He thanked Ms. Grund.

202 Mr. Chen commented that he is assuming that this is operating as nonprofit. He then asked about
203 residual funds.

204 He then asked about the donors and bussing costs.

205 Ms. Grund replied that they provide bussing for school districts that cannot afford it.

206 Mr. Chen asked about a donation from Oxford Univ. Press for \$8,000 and asked about meals.

207 Ms. Grund replied that there is an advisor that is responsible that approves these expenditures,
208 any reimbursements have to go through him.

209 Mr. Chen asked if there was a budget that is approved before it is done.

210 The Board thanked Ms. Grund.

211 VIII. DISCUSSION

212 A. FY20 Budget Preparation Process

213 Mr. Steel discussed that for this year Ms. Grund will be preparing the FY 20 budget. The idea
214 last year that didn't exactly work out as he intended, was that the Administration would present
215 the budget to the Board, they would then send it to the AFC and they would make their
216 recommendations to the Board then they would adopt the budget and go through the process.

217 The AFC wasn't completely in line with the process and the board and AFC ended up reviewing
218 the budget together.

219 They only meet once a month as a board and can add extra meetings if necessary. You can attend
220 the AFC meetings and their subcommittee meetings as well. They are not able to make final
221 decisions, that is for the board to do.

222 Mr. Purvis asked for board objectives, he does not know if it is known. He added that he thought
223 they would have a discussion about this year's master schedule and asked if that has that
224 happened yet.

- 225 Mr. Steel added they did discuss Master Schedule in May at the Brick School.
- 226 Ms. Landwehrle added that they did speak about it about it around the frame of a mastery
227 learning system and program of studies.
- 228 Mr. Manning one of the things he heard is that it might make sense to source an outside agency
229 to look at the master schedule and to look for gaps and that was an idea.
- 230 Mr. Steel discussed a few months ago that he asked the high school for data and it is a live
231 spreadsheet. At the board meeting he noted the need to look at the whole system and looking at
232 it systemically.
- 233 Mr. Manning added that from the May meeting the Board has identified 5 priorities, these are
234 aligned to the 4 emerging strategic priorities in the SAU.
- 235 Mr. Chen asked if he was he mistaken about having a deeper discussion about the Master
236 Schedule.
- 237 Mr. Manning noted that he has spoken with Mr. Steel and they need to have an objective source
238 come in and make sure that it is aligned with the strategic priorities.
- 239 Ms. Facey added that they met to figure out the objectives for the year and they did that. They
240 discussed the master schedule as part of that, and her understanding is that Mr. Steel would meet
241 with his leadership team this summer on the strategic plan and how that is implemented. The
242 Master Schedule is a part of that but not in isolation on its own.
- 243 Mr. Purvis added that he is in favor of an outside source coming in a taking a look at the Master
244 Schedule.
- 245 Mr. Manning commented that what came out of the last meeting is that they want to do it the
246 right way in alignment with the strategic plan and have someone look at it objectively vs the
247 board doing it themselves.
- 248 Mr. Chen added they have had guidelines ever since he was a board member. He added that he
249 found inconsistencies from what he heard with at the meetings.
- 250 Mr. Manning noted that they have to decide as a body at what level of patience they have, not
251 individually. He added that they are going through transition with superintendents.
- 252 Mr. Purvis added that they need to let this process take this course and they will be at a place
253 where there is trust and verification.
- 254 Mr. Manning asked the board if they want Mr. Steel to come back to the board with different
255 budget options.
- 256 Mr. Purvis added that the board should give guidance, but where and when do they do that.
- 257 Mr. Steel commented on rethinking. He added that he is an open book in relation to data and
258 information. He will be happy to share any information the board may have. They are changing

259 to a semester based schedule this fall and it will help with where they want to go. The right thing
260 to do is to engage that outside source to look at the master schedule.

261 Mr. Purvis asked about the cost for the consultant.

262 Mr. Steel replied a couple grand a day and they are not here for a long period of time.

263 Mr. Chen asked what are the tactical dates and boundary conditions. There are a lot of metrics
264 that they can evaluate.

265 Mr. Steel noted that he can get to whatever number the board wants. He will give them his
266 recommended budget and be very explicit with what it includes.

267 Mr. Chen asked if they can see two or three alternative budgets, and that would be great.

268 Mr. Steel reviewed the timeline till the fall.

269 Mr. Chen replied that he will like to see milestones.

270 Mr. Steel replied noted that when there is declining enrollment you still need to have to have a
271 band director.

272 Ms. Facey added that she would like to hear from Mr. Steel and his team on what they
273 recommend. She remarked if that doesn't work they can push back.

274 She suggested a board retreat where they can have an in depth conversation and enough analysis
275 done.

276 Mr. Brown added that last year the AFC had made comments and he suggested they revisit them.

277 Mr. Steel asked the Board when they first want to see the first draft.

278 Mr. Manning asked if on Aug. 27th is too fast.

279 Mr. Steel added that might be challenging as there are personnel leaving and coming, and second
280 they don't get their health insurance rates until October.

281 Mr. Brown echoed Ms. Facey with her suggestion to have a meeting about the budget.

282 Discussion ensued over meeting dates.

283 Mr. Chen suggested they go over assumptions in august, on students, goals.

284 The Board agreed on a work session.

285 Mr. Purvis asked for if the AFC were coming to the work session.

286 Mr. Manning replied, they would need to be at the September 24th meeting.

287 B. Governing Structure

- 288 Mr. Steel added that this school is built on a number of three bodies, the School Board, the
289 Community Council and the Administration. He added that these circles are not overlapping as
290 they should. He added that he is looking for guidance and feedback.
- 291 Ms. Facey added that everyone wanted to do good work with proposals and there was an absence
292 of conversation between the three bodies.
- 293 Mr. Purvis asked about the Interpretation Committee and who is on that one.
- 294 Mr. Brown added that 5 or 6 years ago, they looked at it but it never went anywhere.
- 295 Mr. Steel noted that he wants to work with Principal Scully and his team on involving CC.
- 296 Ms. Facey remarked that she knows that they want to look at the bylaws. She suggested that Mr.
297 Steel take the lead on reaching to CC and get that started.
- 298 Mr. Brown suggested that they do it at the beginning of the year.
- 299 Mr. Manning recommended looking at the work flow.
- 300 Mr. Brown added that the communication was lacking. In the past, they would send the Board
301 their meeting minutes but it hasn't happened all year.
- 302 Mr. Chen added that Ms. Facey has brought back good information from CC.
- 303 Ms. Facey remarked that they meet once a week and the minutes are not long. It is good to
304 follow the flow of how things happen.
- 305 Mr. Purvis asked if their minutes published online.
- 306 Ms. Facey replied, no, they are not. It was brought up and discussed.
- 307 Mr. Purvis asked how come their meetings aren't live streamed.
- 308 Mr. Manning asked Ms. Driscoll, sometimes the CC votes on proposals and then gets ratified, for
309 example a course about sign language. That has budget, teacher education training, etc., what do
310 you do with that.
- 311 Ms. Driscoll added that is part of where the confusion lies and there is no clear answer. The
312 gender neutral bathrooms that is an example of something approved but hasn't moved forward.
313 This is really useful discussion and that is the work they need to do now.
- 314 Mr. Manning added one of the things in August to look at is the Interpretation Committee.
- 315 IX. PUBLIC COMMENT
- 316 No Public Comment
- 317 X. ACTION ITEMS
- 318 A. Policies- 1st Readings
- 319 GCFA – Conditional Offer of Employment

- 320 □ JICI – Weapons on School Property
 321 □ JLCE/EBBC – Emergency Care and First Aid
 322 □ JLCE-R – Emergency Contact Information Form
 323 □ KFA – Public Conduct on School Property

324 C. Professional Nomination

325 Mr. Manning asked if everyone had gotten to look at these policies.

326 Ms. Facey added that if you wanted to email questions to her or Ms. Galen Tremblay that would
 327 be great as well.

328 Mr. Manning suggested they be active rather than passive in their comments.

329 Mr. Purvis added that they need to do it at the Board level.

330 Mr. Brown noted that they do it at the SAU level as it is a convenient way to start.

331 Mr. Coughlan commented on GCFA – Conditional Offer of Employment.

332 Mr. Chen asked about JICI – Weapons on School Property.

333 Mr. Coughlan replied, the problem is that they only have one allowed authority over guns in
 334 relating to students.

335 Ms. Facey added that there is really nothing they can do, both police chiefs have seen it and fully
 336 vetted it.

337 Mr. Manning added the policy covers them to the maximum extent of the law.

338 Mr. Chen added that they have put protection on all the doors and there is no defense against
 339 someone coming in with a gun.

340 Mr. Coughlan added that the common defense against guns are metal detectors. He further
 341 discussed that it creates a prison like atmosphere, there is no true safety.

342 Mr. Purvis added that there are schools that are safe across the US and students are successful
 343 and are ranked on US News and World Report.

344 XI. NON-PUBLIC SESSION – RSA 91-A: 3 II. (a) (b) (c) (d) (e) (f) (g) (h) (i)

345 A. Personnel

346 **Mr. Steve Coughlan motioned to enter into Non-Public Session RSA 91-A: 3 II. (a) (b) (c)**
 347 **(d) (e) (f) (g) (h) (i) at 8:40 PM. Mr. Howard Brown seconded the motion. The vote was**
 348 **unanimous, Motion passed.**

349 **Mr. Manning called a Roll Call: Manning-Yes, Coughlan-Yes, Purvis-Yes, Facey-Yes,**
 350 **Chen-Yes, and Brown-Yes.**

351

352 XII. FUTURE MEETING AGENDA ITEMS

353 Chair Mr. Jim Manning noted the following Future Agenda Items:

- 354 • Youth Risk Behavior Survey

355 XIII. REVIEW OF MEETING/ADJOURN