

Souhegan Cooperative School Board

Thursday, May 3rd 2018

Meeting Minutes

Administrative Team: Adam Steel- Associate Superintendent/Business Administrator, Rob Scully- Principal SHS, Christine Landwehrle- Director of Curriculum and Professional Development, Kathy White- Dean of Faculty SHS, Kelly Driscoll- Dean of Students and Stephanie Grund- Business Department, Joann McDeed- Math Teacher SHS, Community Council Co-Advisor.

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

Minute Taker: Danae Marotta

Public: Dan Wyborney- SHS New Hire Athletic Director, Mitchell Jacobs- Community Council Liaison/ SHS Student, Nick Freud- SHS Student, Senior Project Presentation, Andy Gordon- SHS Volleyball Coach, Amherst NH, Cayley Berry- SHS Student, Senior Project Presentation, Daria Dzen- Community Council Member, Rick Katzenberg- Member of the Security Committee of Community Council, Amherst NH

Mr. David Chen motioned to enter into Non-Public Session RSA 91-A: 3 II. (a) and (b) at 6:01 PM. Mr. Pim Grondstra seconded the Motion.

Mr. Manning called the roll. Brown – Yes, Chen – Yes, Coughlan – Yes, Facey – Yes, Grondstra – Yes, Manning – Yes.

Other people present: SAU Administration: Adam Steel.

Minutes Recorder: Steve Coughlan

Jim Manning called the meeting to order at 6:03 PM.

Discussion: Professional Nomination of Athletic Director

Motion to exit Non-Public Session at 6:10 PM, made by Mr. Grondstra, seconded by Ms. Facey.

Mr. Manning called the roll. Brown – Yes, Chen – Yes, Coughlan – Yes, Facey – Yes, Grondstra – Yes, Manning – Yes.

The Board re-entered public session.

Mr. Manning noted that the Board already motioned to close the non-public session RSA 91-A: 3 II. (a) and (b).

Associate Superintendent, Mr. Adam Steel, nominated Mr. Dan Wyborney as Souhegan High School's Athletic Director with the salary of \$90,000 effective July 1st 2018. The

34 **motion was made by Mr. Pim Grondstra, seconded by Mr. Howard Brown. The vote was**
35 **unanimous, Motion passed.**

36 **PUBLIC HEARING**

37 I. CALL TO ORDER

38 **Mr. Jim Manning called the Public Hearing to order at 6:12 PM.**

39 II. TO ACCEPT A DONATION IN THE AMOUNT OF \$5,000.00 FROM THE NEW
40 HAMPSHIRE HUMANITIES COUNCIL TO SUPPORT THE ETHICS FORUM HYPE (RSA
41 198:20-b)

42 Mr. Steel explained the reason why they need to hold a Public Hearing.

43 Mr. Manning asked the public if they had any questions.

44 The public had no questions or comments.

45 **Ms. Amy Facey motioned to approve the donation in the amount of \$5,000 from the New**
46 **Hampshire Humanities Council to support the Ethics forum HYPE (RSA 198:20-b). Mr.**
47 **Pim Grondstra seconded the motion. The vote was unanimous, Motion passed.**

48 III. CLOSE PUBLIC HEARING

49 **Mr. Manning closed the public hearing at 6:12 PM.**

50 **REGULAR MEETING**

51 I. CALL TO ORDER

52 **Mr. Manning called the Regular Meeting to order at 6:13PM.**

53 II. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

54 Article IV - Sections 1-10 of the Souhegan High School Constitution

55 III. ANNOUNCEMENTS

56 A. Associate Superintendent's Report

57 Mr. Steel noted that at the last meeting they had been discussing doing a math evaluation. He
58 remarked that what was conducted in Amherst costed \$15,000 and the total cost for SHS is
59 \$22,000 because it was a few years later and requires more data. He added that they will be
60 looking for the Board to approve that request. He noted that he will be happy to give the Board
61 more information.

62 He discussed that the MOU (Memorandum of Understanding) dates back to 2011 and is ready
63 and needs to be updated. He checked with Amherst Police Chief Mr. Mark Reams and there is no
64 specific job description for an SRO beyond Officer.

65 He added that another question a Board Member had asked was how many days the SRO would
66 be out of the building in a given school year for training and other obligations. He replied that is
67 approximately 10-15 days.

68 Senate Bill 193 went through the House and was voted down and then today went for
69 reconsideration and again got voted down.

70 Lastly, Mr. Steel remarked that with the Master Schedule they have received course sign ups and
71 Principal Scully and his team have been working hard. They will present more information to the
72 board at the June meeting.

73 **Mr. Pim Grondstra motioned to approve the math evaluation for \$22,000. Mr. Howard**
74 **Brown seconded the motion.**

75 Mr. Grondstra asked about the funding.

76 Mr. Steel replied, yes, they do have the funding and it will come out of this year's budget.

77 Mr. Chen asked about the consultants and proposal.

78 Ms. Landwehrle replied, yes, this is the proposal with three components that they developed for
79 Souhegan. She then noted that they will be paying them as consultants and not as a company.

80 Mr. Manning asked for other questions.

81 Mr. Chen added that he hadn't seen the proposal until just now.

82 Mr. Steel added that Mr. Brown had made a motion to approve those funds then a subsequent
83 motion to table the motion.

84 Mr. Brown asked when it would be started.

85 Ms. Landwehrle replied that they would be starting right away once they receive the assessment
86 data.

87 Mr. Chen noted his concern with using NWEA data.

88 Ms. Landwehrle replied that the company Edvisualize has done program evaluations for other
89 schools using NWEA, PSAT and SAT data with surveys from teachers and students.

90 Mr. Coughlan commented that he is not concerned that they look at their NWEA data and they
91 have another meeting in three weeks and they can digest the proposal and then come back.

92 Ms. Landwehrle noted that it wouldn't impact anything significantly if they waited three weeks.

93 Ms. Facey asked about using the SAT data.

94 Ms. Landwehrle replied that the students got the SAT data but they did not. She added that they
95 will get access to that soon.

96 **Mr. Pim Grondstra and Mr. Howard Brown withdrew their motion above.**

97 Mr. Manning added that they will discuss it further at the next meeting.

98 B. Principal's Report

99 Principal Mr. Rob Scully thanked Mr. Jeff Hall for his years of dedicated service contributing to
100 the technology at SHS.

101 He then thanked those that helped with Career Day: John Ranta, Farrah Ekbatani, Mo Greene,
102 Mike Facques, Sheelu Joshi-Flegal, Mike Beliveau, Leah Sutherland, Jane Flythe and Kate
103 Ledoux, Maren Petropulos, Veronica Gallant, Sarah Bader and Lisa Eastland

104 He thanked Ms. Kimberly Wyborney with all of her work with the Lynn Lyons Presentation,
105 adding that it was well attended.

106 He added that there are highlights and recognitions that are on the website so check them out if
107 you can. Ms. Lily Hipp has been selected as a finalist in the NH Student Film Festival for her
108 animation Something Fishy. Premiere Festival Screening: Saturday, May 19, 2018: 12 p.m.: Red
109 River Theatres, Concord

110 Ms. Isabel Blume- Awarded the Spanish Honor Society scholarship. This national award is a
111 prestigious honor. The \$1,000 scholarship is awarded to only 60 students from over 2,400 SHH
112 chapters across the United States. Students become eligible by being an inducted member of the
113 SHH and then submitting samples of their written and oral work in Spanish to a selection
114 committee appointed by the American Association of Teachers of Spanish and Portuguese.

115 Ms. Chloe Bertrand-Featured in a cover story in NH Business Magazine. The article highlights
116 Chloe's experience entering the workforce.

117 Additionally, Principal Scully discussed the Performance Assessments for Science Symposium,
118 March 13th, 2018 at the Manchester Community College PD Center. This included classroom
119 teachers, K - 12, administrators, curriculum & professional learning providers to advance science
120 teaching and learning in our K-12 classrooms and inform participants of our statewide, ongoing
121 work to improve our students' achievement. He added that the Keynote Speaker was SHS's own
122 Ms. Sue Downer.

123 He further discussed the NEASC Timeline.

124 He remarked that they have hired Ms. Heather Blase to take over SRO Smith's position. Officer
125 Blasé has been with the Amherst Police Department since 2012, and will be assuming the role as
126 School Resource Officer next year. She is very excited to take on this new challenge in her
127 career. She will be shadowing Officer Smith, visiting classes and advisories as she develops a
128 sense of students, staff and culture.

129 In the area of Competency/ Mastery Based Learning Environment, Souhegan representatives
130 attended, by invitation, a meeting at Bow High School facilitated by the Mastery Transcript
131 Consortium (MTC). This group is interested in developing New Hampshire Public Private
132 Partnerships (NHPPP) in an effort to foster deep, mastery based learning and to share our

133 experiences and ideas as we develop all the elements necessary for creating a personalized
134 student experience.

135 We will continue to investigate this resource as another partnership to build our capacity and
136 increase our expertise.

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

138 The Board had no further questions.

139 The Board thanked Principal Scully.

140 C. Community Council Report

141 Mr. Mitchell Jacobs, Community Council Liaison, discussed that they have a light Community
142 Council Report for this month and the Security Report is later in meeting.

143 First, they had been visited and toured by the Attleborough High School, which was great. The
144 weighted GPA proposal has been tabled until next year. Lastly, they are looking at a sign
145 language class at SHS and they hope to reach a verdict by the end of the year. He added that it
146 was a part of someone's Senior Project.

147 The Board thanked Mr. Jacobs.

148 D. Committee Reports

149 Mr. Coughlan noted that there are personnel policies under the Consent Agenda and that Human
150 Resources Director, Ms. Carrie James and the PPC had gone through them completely.

151 Mr. Coughlan replied, yes, everything has been clarified.

152 Mr. Chen asked if they are the final reading.

153 Mr. Coughlan replied, yes, because they are unique to SHS.

154 Mr. Manning added that he is the liaison of the AFC and that he and Amherst Rec. Department
155 Director, Mr. Craig Fraley and Ms. Lisa Eastland rep from the AFC had discussed the financial
156 situation with the turf field and why they are falling short. As soon as the new Athletic Director
157 takes over they will discuss more options. Ms. Stephanie Grund is included as well.

158 IV. PUBLIC COMMENT

159 No Public Comment

160 V. CONSENT AGENDA

161 A. Minutes

162 1. April 5, 2018

163 B. Treasurer's Report

164 1. March 2018

165 C. Unanticipated Revenue

166 1. \$5,000.00 donation from the New Hampshire Humanities Council to
167 support the Ethics Forum Hype. (Student Activity Fund)

168 2. \$500.00 donation from the Association for Supervision and Curriculum
169 Development to support Community Council. (Student Activity Fund)

170 D. PPC Policies

- 171 GCBD - Professional and Support Staff Fringe Benefits
- 172 GCC - Professional and Support Staff Leaves and Absences
- 173 GCCAF - Sabbatical Leave
- 174 GCG - Substitute Employees
- 175 GCGA – Rate of Pay for Substitutes
- 176 GCIB – In-service Requirements and Reimbursements...
- 177 GCK – Professional Staff Vacancies and Reassignments
- 178 GCL – Professional Staff Employment Year
- 179 GCQA - Reduction in Professional Workforce
- 180 GCT/GCT-R – Exchange Teaching

181 **Mr. Pim Grondstra commented that he would like to pull the A. Minutes 1. April 5, 2018.**

182 **He then noted the change to Line 92.**

183 *“Mr. Grondstra added that with the Athletic Liaison he added that MV had no stake in the game*
184 *but he would like to remain on that committee”*

185 Changed to:

186 *“Mr. Grondstra added that with the Amherst Recreation Committee that Mont Vernon had no*
187 *stake in the game but he would like to remain on that committee”.*

188 **Mr. Steve Coughlan motioned to approve the Consent Agenda items A. Minutes 1. April 5,**
189 **2018, as amended, B. Treasurer’s Report 1. March 2018 C. Unanticipated Revenue 1.**
190 **\$5,000.00 donation from the New Hampshire Humanities Council to support the Ethics**
191 **Forum Hype. (Student Activity Fund), 2. \$500.00 donation from the Association for**
192 **Supervision and Curriculum Development to support Community Council. (Student**
193 **Activity Fund) and D. PPC Policies GCBD - Professional and Support Staff Fringe**
194 **Benefits, GCC - Professional and Support Staff Leaves and Absences, GCCAF -**
195 **Sabbatical Leave, GCG - Substitute Employees, GCGA – Rate of Pay for Substitutes,**
196 **GCIB – In-service Requirements and Reimbursements..., GCK – Professional Staff**

197 **Vacancies and Reassignments, □ GCL – Professional Staff Employment Year, □ GCQA -**
198 **Reduction in Professional Workforce, □ GCT/GCT-R – Exchange Teaching. Mr. Pim**
199 **Grondstra seconded the Motion. The vote was unanimous. Motion passed.**

200 VI. PRESENTATIONS/REPORTS

201 A. Senior Project Presentation

202 Mr. Nick Freud then presented the Board his Senior Project Applied Piece. His focus is around
203 building community and is in favor of building a Beach Volleyball court. He added that he has
204 spoken to Mr. Craig Fraley, ARD Director about cost.

205 He then noted that he will be asking for \$10,000 from the Board and then do a fundraiser to raise
206 the remaining funds.

207 He then discussed the desired location.

208 He thanked the Board for their time.

209 Mr. Grondstra asked him what the \$10,000 will be used for.

210 Mr. Freud replied that the upkeep can be provided by students looking for community service
211 hours. Often students are looking for something to fulfill those requirements.

212 Mr. Grondstra noted that it probably is a good location but added his concerns with the sand
213 leaving the court.

214 Mr. Freud replied, yes, the potential is there, but he doesn't see it that big of a problem.

215 Mr. Chen asked Mr. how they expect it to be used.

216 Mr. Freud replied that they have teams and the public that could use it. It can be used immensely.

217 Mr. Chen asked him to clarify further, and noted that there is a volleyball court at Jasper Valley.
218 There was a lease that had been written many years ago and can be updated. He then asked if he
219 had looked into that.

220 Mr. Freud replied that he had not looked into that.

221 Mr. Chen added that the tennis team is there.

222 Mr. Freud added that here at SHS would be an easier meeting ground with the Bean Fields right
223 here as well.

224 Mr. Manning added that he was not aware that the Board would be voting on a \$10,000 proposal.
225 They will further discuss it at the May 22nd meeting. He then added that Ms. Stephanie Grund
226 from the Business Department will work with Mr. Fraley too.

227 Mr. Freud mentioned that he has a written proposal for the Board as well.

228 Ms. Facey asked if they would have all the information by the next meeting. She noted that the
229 Volleyball Coach, Mr. Andy Gordon is here to talk to the Board.

230 Mr. Gordon commented that he is an Amherst resident and commented that this is the one thing
231 that they are missing at SHS. He noted that if it is designed properly all you need is a rake and
232 light maintenance. He the noted that HB has two in their location and there is potential for it to
233 pay for itself.

234 Mr. Gordon added that students are always looking for hours with community service and it is a
235 great sport and tremendous asset.

236 Mr. Manning asked the Board for additional comments.

237 The Board had no further comments.

238 The Board thanked Mr. Freud and Mr. Gordon.

239 Mr. Steel noted that Ms. Cayley Berry is here to give her Senior Project Presentation.

240 Ms. Berry discussed her presentation about greater inclusion of students with developmental
241 disabilities within SHS.

242 She began explaining why she chose this project and why at Souhegan HS. Ms. Berry explained
243 that she has a lot of personal experience with students with developmental disabilities.

244 She first began with the discussion on educating students without DD (Developmental
245 Disabilities) how to interact with students that have DD, to pair students with and without DD
246 together in classroom settings.

247 Ms. Berry suggested to start a committee or club, hold a Step Up Day, teaming up with other
248 schools, among other options.

249 She then gave the Board pamphlets and more information.

250 The Board thanked Ms. Berry and wished her luck in the future.

251 B. Community Council Safety Presentation

252 **Below is Informational: Please Refer to the Video for the Presentation**

253 Ms. Joann McDeed, SHS Math teacher and Community Council Co-Advisor introduced herself
254 and discussed that that they have a new Community Council Moderator, Ms. Daria Dzen.

255 She further discussed that they started this safety and security conversation back in June of last
256 year. She added that they had a wide array of members, public, students, and faculty members on
257 the Security Committee.

258 They first looked at what they have in place. They looked at what progress had been made since
259 2010, which was a lot. There has been a lot of work done in the summer, with tons and tons of
260 research. There is also an addendum at the end.

261 Ms. McDeed remarked that they had first looked at their own data and own surveys. Then they
262 stepped into phase three within the committee and looked at 35 recommendations. Those then
263 had to be voted on with the categories of, in favor, opposed, abstain and not yet.

264 Ms. Daria Dzen, CC Member, first discussed the 5 SUB-EQ's:

- 265 - How do we secure the perimeter while maintaining an open and vibrant campus?
- 266 - What is the best lock-down/evacuation solution for SHS?
- 267 - How do we keep valuables safe?
- 268 - How do we keep each other safe?
- 269 - How do we maintain/enhance a culture of respect, trust and empowerment?

270 Security/Safety Measures that were considered by Community Council:

271 1. Hire a non-profit safety and security assessment company to help assess needs

- 272 a. Unbiased and takes into consideration the Souhegan culture.
- 273 b. Avoids bias that often comes with having assessments done by a representative from a
- 274 company selling security equipment (surveillance cameras, etc.)
- 275 c. Will be a thorough review that will provide a roadmap for addressing security/safety at
- 276 Souhegan over a multi-year timeframe.

277 After beginning our research, it became clear that we needed help from the experts in the field,
278 thus, Safe Havens International was hired.

279 VOTE: In Favor = 36, Opposed = 0, Abstention = 1

280 2. Adult and Student Expectations

- 281 a. Empower all to be extra sets of eyes and educate all on systems for dealing with
- 282 concerning situations.
- 283 b. Educate and encourage students and staff to adhere to the Souhegan Six and the
- 284 Mission Statement.
- 285 c. To accomplish the above, provide training to advisors/staff during summer retreat and
- 286 address all of the above during Freshmen/Senior Day. In addition, review with Juniors and
- 287 Sophomores during the first week of school and review for all throughout the year in advisories
- 288 the first week of each trimester and as needed.

289 VOTE: In Favor = 29, Opposed = 0, Abstention = 0

290 3. Community-wide focus on Personalization

- 291 a. Maintain small class sizes (20 or less)
- 292 b. Refocus on advisory
 - 293 i. Use advisory to discuss at risk behaviors
 - 294 ii. Make advisor training a priority

295 iii. Provide strategies and resources for building trust and how to discuss sensitive
296 topics

297 c. Refocus on Culture (Souhegan Six & Mission Statement)

298 d. Build Saber Spirit

299 i. Whole-school assemblies

300 ii. Recognize & Celebrate student achievements

301 iii. Empower students and staff

302 e. Engage the community in what we can do together

303 VOTE: In Favor =31, Opposed =0, Abstention = 2

304 4. Education/Training for staff and students

305 a. Provide First Aid and CPR training for ALL staff

306 b. Incorporate First Aid and CPR training into Health/Wellness curriculum

307 c. Full staff and student training in updated lockdown procedures

308 i. Include drills at inconvenient times (passing, lunch, end of day, etc)

309 ii. Training in different scenarios

310 iii. Make training important - dedicate a half day to all school training/safety

311 iv. Involve student leaders in the training

312 v. Involve the SRO in training and follow up

313 d. Incorporate SEL (Social/Emotional Learning) curriculum into the advisory program
314 and provide training for advisors

315 VOTE: In Favor = 32, Opposed = 1, Abstention = 2

316 5. Recognize the importance of the Campus Monitor

317 a. In keeping an eye on the exterior of the building and in knowing our staff and students
318 well, the campus monitor position serves an extremely important role in ensuring a safe campus.

319 VOTE: In Favor = 24, Opposed = 0, Abstention = 1

320

321 6. Commit to an annual safety/security check in

322 a. Propose a change to the by-laws to incorporate security check in as a responsibility of
323 the school board representative.

324 Article X.

325 Section D: The School Board Representative shall also be in contact bi-annually
 326 (November and April) with the Dean of Students and Emergency Management Team in
 327 order to update Council on security. The School Board Representative will collaborate
 328 with these individuals and groups in order to ensure all voices are included in security
 329 discussions. In the event of a security review, the School Board Representative will be
 330 included in the process.

331 VOTE: In Favor = 24, Opposed = 0, Abstention = 0

332 7. Involve students and staff in developing improved lockdown and fire drill procedures

333 a. Ensure that students and staff have a voice on the EMT (refer to #6 above)

334 b. Enhance the protocols for practice fire drills and lockdown procedures to include a
 335 short debrief (a few minutes) immediately following the drill between the teacher and students in
 336 each class. Then the teacher would send feedback to the Dean of Students in the form of an
 337 email.

338 c. This ensures that all the stakeholders' concerns and ideas have been involved in the
 339 process creating a more engaged population (responsibility to keep each other safe)

340 VOTE: In Favor = 24, Opposed = 0, Abstention = 0

341 8. Visitor Protocol

342 a. The Emergency Management Team should develop clear protocols for all visitors to
 343 our campus community.

344 b. These should include:

- 345 • Requirement that all visitors sign in and be vetted at our Welcome Center.
- 346 • Appropriate badges should be worn at all times.
- 347 • This includes subs, parents, community members and small vendors
- 348 • A separate protocol needs to be in place for larger deliveries to the maintenance
 349 area loading dock and the cafeteria. These exterior doors should remain locked during
 350 school hours. A buzz-in system may be required at these vendor entrances.
- 351 • Clear signage for all of the above.

352 VOTE: In Favor = 21, Opposed = 0, Abstention = 1, Not Yet = 5

353 Mr. Mitchell Jacobs then discussed the following:

354 9. Visitor Parking separate from Staff/Student Parking

355 a. For example, the front parking spaces could be designated for visitors only. Better
 356 signage would be installed instructing all visitors to the Welcome Center entrance where they
 357 would sign in and receive a visitor pass/badge. This includes all visitors to the annex.

358 b. Only student and staff vehicles would be allowed to go past the bus loop during school
 359 hours. (Possible exception for handicap parking)

360 c. This could address the need of having a visitor sign-in in the annex.

361 VOTE: In Favor = 26, Opposed = 0, Abstention = 2

362 10. Bank Teller Style Buzz In System at Visitor Entrance

363 a. This will provide a more secure system to monitor and vet a visitor prior to their being
 364 admitted to the building. This addresses the issue of access control and concern about outside
 365 intruders.

366 VOTE: In Favor = 17, Opposed = 4, Abstention = 1, Not Yet = 6

367 11. Safety App

368 a. We recommend the implementation of a safety app for student and staff use that would
 369 include:

370 i. An anonymous tip line

371 ii. The ability to report an emergency

372 iii. Resources for social/emotional help

373 b. An example provided by Safe Havens is the Safe Schools app. Questions remain about
 374 how to best manage this and the resources and staffing it would require.

375 VOTE: In Favor = 29, Opposed = 1, Abstention = 0

376 12. 3M Security film

377 a. Install 3M Security film to reinforce the glass on all first floor windows and
 378 doors. Security film will prevent someone from breaking the glass on windows and doors to gain
 379 access to the first floor.

380 b. This film helps hold any shattered glass together.

381 VOTE: In Favor = 25, Opposed = 0, Abstention = 2

382 13. Audible Exterior Door Alarms

383 a. Install an audible alarm on every exterior door (along with signage that states that
 384 there is an alarm and to not prop the door). This will help prevent doors from being propped
 385 open for prolonged periods of time. Exceptions include main entrances to both buildings.

386 b. This addresses the need for all exterior doors to be fully secured in the event of a
387 lockdown.

388 VOTE: In Favor = 24, Opposed = 1, Abstention = 1

389 14. Improve exterior lighting

390 a. Improve the coverage and brightness of the lights in the parking lots and
391 perimeter of both buildings.

392 b. Specifically, concern has been expressed about inadequate lighting outside of the
393 gym/theater area.

394 VOTE: In Favor = Unanimous, Opposed = 0, Abstention = 0

395 15. Planter barriers near entrances

396 a. Install cement planters or bollards near the entrances to both the main building
397 and the annex (flagpole, bus loop and cafe)

398 b. These barriers are deterrents to vehicles entering the building.

399 VOTE: In Favor = 30, Opposed = 2, Abstention = 0

400 16. SRO

401 a. We have concerns about whether the current SRO's office location adequately
402 allows for maximum visibility and sight lines to entrances, hallways and the community.

403 b. We recommend that the space be enhanced by installing a large window facing
404 the flagpole entrance and one facing the main hallway.

405 VOTE: In Favor = 27, Opposed = 1, Abstention = 0

406 17. Facility Maintenance – Souhegan 2.0

407 We recommend that the following building safety concerns be addressed within the ongoing
408 Souhegan 2.0 initiative:

409 a. Update the existing folding walls

410 b. Install auto locks on all interconnecting classroom doors

411 c. Update existing classroom door locks

412 d. Address any safety concerns which have been identified through lockdown drills
413 (i.e. kitchen and maintenance areas)

414 e. Improve locker storage

415 i. Tall, thin lockers are ineffective for storage; wider lockers needed

416 ii. Install a bank of lockers near the mini-gym for use by Wellness classes

417 iii. Find a storage solution in the music area for instruments

418 VOTE: In Favor = 26, Opposed = 0, Abstention = 0

419 18. Security Camera Position

420 Community Council's Position on Video Surveillance Cameras on Campus

421 As part of a comprehensive review of security and safety at Souhegan, Community Council has
422 carefully considered whether the addition of video surveillance cameras would be beneficial to
423 Souhegan. We have been given this role as the governing body of Souhegan under the authority
424 of the School Board as well as through the board policy which states that Community Council
425 should be consulted when determining the location of cameras on Souhegan's campus.

426 Based on the extensive research of the 2017-18 Security Committee, a survey of faculty and staff
427 regarding safety and security at Souhegan, lengthy discussions at Community Council meetings
428 and with our constituents, and an acknowledgement of the culture of trust that has been a
429 cornerstone of Souhegan, we are recommending the following to the Souhegan School Board:

430 1. Exterior video cameras may be installed as a tool to provide improved monitoring
431 and access control of our campus. The number and location of exterior cameras is to be
432 determined in consultation with Community Council.

433 2. In general, Community Council is not in favor of the installation of interior
434 cameras. However, we are open to discussing the possibility of interior cameras in certain
435 locations on a case by case basis in consultation with Community Council.

436 3. Viewing video cameras in live mode needs to be limited and used only under
437 carefully prescribed instances/situations. Live surveillance is not the primary purpose of video
438 cameras at Souhegan.

439 4. Community Council reserves the right to revisit this position in the future.

440 VOTE: In Favor = 21, Opposed = 1, Abstention = 2, Not Yet = 4

441

442 Ms. McDeed noted that what the Board is hearing is a lot of information. She emphasized that
443 they want to be heard and that things get phased in. They can make improvements and
444 investments.

445 She thanked those on the Committee and everyone that helped putting this together.

446 Mr. Manning thanked Ms. McDeed and all that helped adding that they did a great job.

447 C. Superintendent's Safety Presentation

448 Mr. Steel noted that in hearing from Community Council, they went through a thoughtful process
449 that they went through. They got a wide spectrum of opinions.

450 He wants to make clear that the Safe Havens International safety and security report is not a
 451 public document and will never be. In the Sandy Hook incident, the shooter had used the
 452 information that the police gave and used it against them. They have to be very careful in not
 453 providing a blueprint for someone that has bad intentions.

454 He noted in his past experience, he has a good sense of the safety and security and that it is not
 455 something that they are prepared to do at an extreme scale, but it has to come more from the
 456 culture not from the devices and technology.

457 He added that he has recorded his security/safety presentation so that it can be easily viewed.

458 Mr. Steel first remarked that his perception of school security has changed since the incident at
 459 Columbine HS.

460 He then explained the stakeholder groups as Community Council, School Board, Administration,
 461 Public Forum in January as well as faculty and staff.

462 He then discussed the integrity of the non-profit group Safe Havens International, out of Macon
 463 Georgia.

464 Mr. Steel discussed the importance of the culture of safety and security at Souhegan. He then
 465 read a statement from Safe Havens International.

466 “These values and core principles, alone, will not protect SHS’s Students and Staff from the
 467 threats that affect every school in the Nation. What is needed is a true culture of safety,
 468 extending rather than compromising SHS’s values and principles. Such a true culture of safety
 469 should be built on the 7 following prime objectives:”

- 470 1. Continuously improve safety, security and emergency management.
- 471 2. Recognize and resolve all concerns affecting the safety and security of stakeholders.
- 472 3. Ensure staff competence in any emergency.
- 473 4. Reinforce a sense of safeness and wellbeing through site and building design elements.
- 474 5. Enforce access to and from defined public, shared and private zones.
- 475 6. Enhance situational awareness and emergency communications.
- 476 7. Harden critical building elements that cannot be protected by other means.

477 A student that feels unsafe will not learn effectively. They need to strike the balance between
 478 safety and culture.

479 In looking through the Safe Havens Report, they were provided several mass casualty incidents,
 480 include people that have gotten a hold of planning resources and used it against them.

481 He then explained his immediate steps.

- 482 1. Direct SHS administration to develop a threat assessment and management process
- 483 2. Direct Porter Dodge to assume responsibility for implementation, procurement, facilities
 484 and training.
- 485 3. Issue an RFP to procure key items.

486 He then noted the items to procure:

- 487 • Radio system to integrate all schools, SAU and public safety agencies
- 488 • Tip reporting tool
- 489 • NIXLE communication platform
- 490 • Centralized technology integration system
 - 491 ○ Door locks
 - 492 ○ Alarm system
 - 493 ○ Reporting system
 - 494 ○ Surveillance system
 - 495 ○ Other technological tools
- 496 • Exterior lighting

497 Mr. Steel then discussed the EEAA- Policy Video Surveillance on School Property.

498 He added that cameras are coming to the inside and outside without changing the culture of SHS.

499 He then noted the objectives for next year

- 500 1. Know the seven response actions
- 501 2. Radio system in place
- 502 3. Technology system in place
- 503 4. Tip reporting tool
- 504 5. Exterior lighting and site upgrades
- 505 6. Upgraded lockdown drills
- 506 7. Plan in place to improve over the following two years
- 507 8. Implementing video surveillance system

508 He added that he knows not all will be happy with these changes. He then called attention to
 509 Community Council and applauded them for all of their research and work. Their
 510 recommendations align with the Safe Havens recommendations except for interior cameras.

511 He then added that they will do what it takes and do the best they can be within the safe culture
 512 of SHS.

513 He added his phone number 603-673-2690 and email at asteel@sprise.com

514 Mr. Manning added that Mr. Dwayne Purvis has called in.

515 Mr. Manning asked him if he was alone and if it was unreasonable for him to attend tonight's
 516 meeting.

517 Mr. Steel asked Mr. Purvis if he was able to hear the entire presentation as he would not be able
 518 to vote.

519 Mr. Purvis replied, yes, to the three questions.

520 Mr. Grondstra added that he had read the Community Council report and the Safe Havens
 521 International report and that they were closely aligned.

- 522 Mr. Manning commented about the CC report and the SHI report that they were so closely
523 aligned. He then asked if they got something out of the process.
- 524 Ms. Dzen replied that it was important that Council got their word in. They have been working
525 on this for quite a while.
- 526 Ms. McDeed added that there is some alignment and that they had given Safe Havens a copy of
527 their report.
- 528 Mr. Steel noted that they heard two separate reports but had been working together for quite
529 some time now. It has been a collaborative process.
- 530 Ms. Facey commented that the students and the Council members are very invested in the
531 security of SHS.
- 532 Mr. Rick Katzenberg, Security Committee Member, remarked that this report will be useful to
533 not only them but other schools nationwide.
- 534 Mr. Coughlan asked about the amount that Mr. Steel is asking for now.
- 535 Mr. Steel explained that at the time in December, the Board had wanted this comprehensive
536 security report in May and wanted to look at their Unassigned Fund Balance in May. The
537 balance right now is about \$500,000 and he is asking for \$200,000-\$300,000 to get them started.
- 538 The Board will then determine what they want to expend and they will prioritize and go in the
539 right order. Safe Havens is working on an RFP for us right now. They need to have a contract in
540 place by June 30th 2018 with whoever will be doing the work. There are going to be other things
541 down the road that are large dollar amounts.
- 542 Mr. Coughlan added that the general guideline is to use roughly half the amount and give the rest
543 back to the taxpayers.
- 544 He then noted that this is in line with what had been done in the past.
- 545 Mr. Brown asked about the priorities.
- 546 Mr. Steel replied that they are waiting for the Board to prioritize and are in the ball park phase
547 right now. They do not have any bids or quotes at this time.
- 548 Mr. Chen asked about the boiler being accounted for.
- 549 Mr. Steel replied that the boiler has been accounted for and they still have \$500,000 in the
550 Unassigned Fund Balance. It is a rough number and they will get the exact amount next month.
- 551 **Mr. Pim Grondstra motioned that the Board spend up to \$250,000 from the Unassigned**
552 **Fund Balance for Mr. Adam Steel's proposal. Mr. Steve Coughlan seconded the Motion.**
553 **The vote was unanimous. Motion passed.**
- 554 **Mr. Manning called a Roll Call: Manning-Yes, Coughlan-Yes, Brown-Yes, Grondstra-Yes,**
555 **Facey-Yes, Chen-Yes, Purvis-Yes.**

- 556 Mr. Chen asked what it would cover.
- 557 Mr. Steel replied, radio system upgrade, outside lighting and then the nerve center of the
558 integrated system. The big expense is buying that centralized system.
- 559 Mr. Coughlan asked if they will have a chance to enter into Non-Public Session at the end of the
560 meeting.
- 561 Mr. Steel replied, yes.
- 562 Mr. Chen asked that they had applied for money from the State and asked if it was still a
563 possibility.
- 564 Mr. Steel replied, yes, and they will certainly give it a try.
- 565 Mr. Chen remarked that there might be a better financial way to approach this.
- 566 Mr. Grondstra asked about the timing of the available funds and that it might be beyond June
567 30th.
- 568 Ms. Facey mentioned that they need to make a decision based on what they know and what they
569 have available. She will then be looking to Mr. Steel for the future timeline.
- 570 Mr. Steel discussed that he sees this as a three-year process with three years of work.
- 571 Ms. Facey commented that they need to be mindful that this is a major project and a priority of
572 the Board.
- 573 Mr. Brown asked about the camera system they have now.
- 574 Mr. Chen asked about the status of the State Bill.
- 575 Mr. Steel replied that it is likely that the State Bill will be passed.
- 576 Mr. Purvis asked about the amount requested and if there were any other entities that are able to
577 provide funds.
- 578 Mr. Steel noted that he and Ms. Grund had been looking for other resources and was not aware
579 of anything. He added that he will be happy with whatever the Board allocates.
- 580 Ms. Facey remarked that with the interior cameras, Mr. Steel will be consulting with Community
581 Council and that their voice will be heard.
- 582 Mr. Chen asked about the turnaround time for applying for State funds. He added that he had
583 heard that it is not based on need.
- 584 Mr. Manning added that it does not seem like a tremendous sounding of disagreement.
- 585 He then asked is there a sense for how cameras are going to be utilized. He noted that when they
586 approved cameras at AMS that there wouldn't be active surveillance by the SRO.
- 587 Mr. Steel added that the policy that the Board has in place is explicit.

588 Mr. Chen added that he had been in the SRO Office and the cameras are on.

589 Mr. Steel replied, that the intention is not that they are being watched all day. He added that he
590 expects that the video and that no one will be consistently watching the video.

591 Principal Scully noted that the cameras are not on all the time in the SRO's Office.

592 Mr. Coughlan added that the screen is sometimes on but the value is that the SRO is with the
593 students. He added that has been achieved already.

594 Ms. Facey noted it rests with having trust with the Superintendent which is why that language is
595 in there.

596 Mr. Brown added that if there are cameras in the front door then the policy will have to change.

597 Mr. Manning asked if there was any public comment.

598 There was no public comment.

599 Mr. Manning thanked everyone that was involved in this process.

600 VII. INFORMATIONAL

601 A. Memorandum of Understanding- SAU 39 & APD re: SHS School Resource Office
602 Program-060211

603 Ms. Facey asked about the MOU and the Officer Job Description. She is interested in adding in
604 an educational component.

605 Ms. Grund added that she believes that it is in there.

606 VIII. PUBLIC COMMENT

607 No Public Comment

608 IX. ACTION ITEMS

609 A. Policies – 1st Reading

610 AC – Non-Discrimination

611 BEDC – Quorum

612 JLC - Student Health Services

613 KA/IJO - School, Family and Community Partnerships

614 KD/KDC – School District Online Publishing

615 KD-R – School District Online Publishing-Regulations

616 Mr. Coughlan added that these have been through the SAU Board and have been discussed.

617 Mr. Manning then suggested they go through each one.

- 618 Mr. Grondstra suggested that they start with if anyone has questions on a specific policy.
- 619 Ms. Facey added that she has asked for policies to come out to the SAU Board two to three
620 weeks ahead of time. The main discussion happens at the SAU.
- 621 Mr. Chen suggested that it doesn't have to come out at the same time.
- 622 Mr. Steel added that they have made their plans with next year's Board Meeting Planning. He
623 added that the Board will get their packet a week ahead of time. Two days ahead of time is not
624 helpful. He then added that administration will meet at each building and there they will discuss
625 the agenda planning, and meeting with building administrators.
- 626 Mr. Coughlan noted that this is the first reading and they can talk about this again.
- 627 Mr. Manning noted that Ms. Facey had questions about the SRO Job Description including
628 adding an educational component.
- 629 Mr. Chen asked about clarification about the policies.
- 630 Ms. Facey noted that there is a process and he can go to the Chair of the Policy Committee, Ms.
631 Galen Tremblay, Mr. Coughlan or herself.
- 632 X. NON-PUBLIC SESSION – RSA 91-A:3 II. (a) (b) (c) (d) (e) (f) (g) (h) (i)
- 633 **Mr. Grondstra moved to enter into Non-Public Session RSA 91-A:3 (a) at 8:50 PM. Ms.**
634 **Facey seconded the motion.**
- 635 **Mr. Manning called the roll. Brown – Yes, Chen – Yes, Coughlan – Yes, Facey – Yes,**
636 **Grondstra – Yes, Manning – Yes.**
- 637 Other people present: SAU Administration: Adam Steel.
- 638 Minutes Recorder: Steve Coughlan
- 639 **Jim Manning called the meeting to order at 9:00 PM.**
- 640 **Discussion:** The Board and Mr. Steel asked Mr. Steel clarifying questions regarding his
641 proposed expenditures to begin implementing recommendations from Community Council and
642 Safe Havens.
- 643 **Motion to exit Non-Public Session at 9:17 PM, made by Mr. Grondstra, seconded by Ms.**
644 **Facey.**
- 645 **Mr. Manning called the roll. Brown – Yes, Chen – Yes, Coughlan – Yes, Facey – Yes,**
646 **Grondstra – Yes, Manning – Yes.**
- 647 The Board re-entered public session.
- 648 XII. REVIEW OF MEETING/ADJOURN
- 649 Mr. Manning added the following future agenda items.

650 Next SCSB meeting is May 22nd at the Brick School.

651 The agenda will include:

652 1. Follow up on Howard's motion re: the math Study for \$20K

653 2. We will discuss SCSB priorities for the Superintendent for the next year

654 3. We will align those priorities with existing, and possibly new committee's

655 4. We will discuss how these priorities and committee's will inform the budget process

656 **Motion to adjourn was made by Mr. Grondstra at 9:18 PM. Seconded by Mr. Brown. All**
657 **were in favor. Meeting was adjourned.**