

1 Souhegan Cooperative School Board

2 Wednesday, November 01, 2017

3 Meeting Minutes

4 Administrative Team: Adam Steel- Business Administrator, (arrived 6:40pm) Christine
5 Landwehrle- Director of Curriculum and Professional Development, Rob Scully- Principal SHS,
6 Meg Beauchamp- Director of Student Services, and Kathy White- Dean of Faculty.

7 Souhegan Cooperative School Board- Chair- Howard Brown, Pim Grondstra, David Chen, Steve
8 Coughlan, Amy Facey, and Dwayne Purvis.

9 Souhegan Advisory Finance Committee- Ms. Ellen Grudzien - Amherst NH, Mr. Ian Corcoran-
10 Mont Vernon NH, Ms. Lisa Eastland- Amherst NH, Ms. Sue Birchard- Amherst NH, and Ms.
11 Peggy Harris- Amherst NH, and Martin Goulet- Amherst NH.

12 Minute Taker: Danae Marotta

13 Public: None

14 I. CALL TO ORDER – Chair Howard Brown

15 **Chair Mr. Howard Brown called the meeting to order at 6:09 PM**

16 II. PLEDGE OF ALLIEGENCE AND MOMENT OF SILENCE

17 Preamble of the Souhegan High School Constitution

18 Mr. Brown commented that he appreciated the pledge of allegiance and moment of silence added
19 to the agenda.

20 He then added that they have to be mindful of why they are here and encouraged the Board to
21 keep their perspective.

22 He then read the Preamble of the Souhegan High School Constitution.

23 III. ANNOUNCEMENTS

24 A. Principal's Report

25 Principal Rob Scully congratulated Superintendent Mr. Peter Warburton for his New Hampshire
26 Art Educators Association Outstanding Service Award.

27 He then thanked Ms. Landwehrle for all the work she has done on the upcoming in-service day.

28 He then remarked about the new format and that he will highlight some post season athletics, and
29 Senior Project: Community Invites.

30
31 He then noted some of the Sept: Update-Vision/Goals and Oct: Update- 1:1 Computing and
32 Reports- NEASC.

33 Mr. Scully added that their last NEASC accreditation revealed Standard II Curriculum to be an
34 area of focus. During the last three years they have directed time, effort and resources to
35 curriculum development in order to improve in the areas detailed below in the Standard.
36

37 He also noted that the two main cornerstones of their recent transformative efforts are curriculum
38 and instruction. Using past data-including NEASC and inspired by prevailing research on best
39 practice-we are in the process of improving in these areas in order to develop our deeper learning
40 system.

41 Goal: Guiding curriculum development using a common template.

42 Status: Each department is using a template consistent with across all disciplines.

43 The work, guided by leadership and coordinators, is being accomplished during summer work
44 days, coordinator meetings, department meetings, faculty meetings.

45 To Do: Focus support and complete templates.

46 Deadline: July 2018
47

48 Goal: Articulated/written curriculum for all subjects.

49 Status: Each department is completing the written curriculum.

50 The work, guided by leadership and coordinators, is being accomplished during summer work
51 days, coordinator meetings, department meetings, faculty meetings. The curriculum work is
52 extensive and is consistent with designing a deeper learning system. Their work includes
53 aligning curriculum to standards, designing/refining performance assessments, developing
54 rubrics and coordinating integrated lessons.

55 To Do: Focus support and complete curriculum.

56 Deadline: August 2018

57 Goal: Ensuring the written curriculum is the taught curriculum.

58 Status: Primary Focus

59 Redesigned Transformative Learning Communities (formerly CFG-Critical Friends Groups) and
60 priority of Thoughtful Classroom

61 To Do: Work with coordinators, continued professional development and research and examine
62 next practice that ensures equity of curriculum delivery.

63 Deadline: August 2018

64 Ms. Facey asked about how the template was developed and the redesign of the CFG.

65 Ms. Landwehrle discussed that they felt that they chose a model that was previously used in
66 order to be consistent.

67 Mr. Purvis asked about the amount of time that is being expended on NESAC.

68 Principal Scully replied that a large amount of their faculty meetings have been NESAC driven.
69 He added that it is a self-reflective process and a priority.

70 The Board thanked Principal Scully.

71 B. Community Council Report

72 Ms. Facey noted that because of the change of the day the student was not able to make it
73 tonight.

74 She noted that they have had two CC meetings since the forum and they are having a lot of
75 discussion on safety/security and parking lot lighting.

76 A separate discussion has happened with all of the Advisors with measures that could be
77 employed.

78 Mr. Purvis asked about the other measures.

79 Ms. Facey discussed that there is a no bullying campaign called “Start with Hello”. She added
80 that they would then want to be trained properly.

81 She added that this is the Advisory that students participate in.

82 Principal Scully noted that they use data and then come up with a monthly topic. They use
83 Advisory and give them training to present it to the students.

84 The Board thanked Ms. Facey.

85 C. Committee Reports

86 Mr. Brown noted that they will be discussing the “G” policies later on.

87 Mr. Coughlan added PPC had an all-day meeting on Friday.

88 The Board thanked Mr. Coughlan.

89 IV. PUBLIC COMMENT

90 No Public Comment

91 V. CONSENT AGENDA

92 A. Minutes

93 1. October 5, 2017

94 B. Treasurer’s Report

95 1. September 2017

96 Mr. Purvis pulled the 1. October 5th 2017 Minutes.

97 He noted that he was in attendance but was not listed.

98 **Ms. Amy Facey motioned to accept the Consent Agenda A. Minutes, 1. October 5, 2017, as**
 99 **amended, and B. Treasurer's Report 1. September 2017. Mr. Pim Grondstra seconded the**
 100 **Motion. The vote was unanimous, Motion passed.**

101 VI. PRESENTATIONS/REPORTS

102 A. Souhegan Advisory Finance Committee Report

103 *See VIII. DISCUSSION*

104 C. FY19 SCSD Budget

105 VII. INFORMATIONAL

106 A. SCSD Expenditure Report- 1st Qtr.

107 Business Administrator, Mr. Adam Steel noted that the SCSD Expenditure Report- 1st Qtr. is in
 108 the Agenda packet.

109 He then asked the Board if they had any questions.

110 Ms. Facey asked if the Projected Balance at Year- End is \$198,000.

111 Mr. Steel replied, yes.

112 B. Mastery-Based Learning and Grading Community Forums

113 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, discussed that
 114 as a part of the assessment grading and reporting work across the SAU the community group
 115 within the group has been great with determining when to reach out to the community and
 116 content. She added that they have forum dates at each one of the schools and the Amherst
 117 Library.

118 She then noted the flyer that listed the dates and topics:

- 119 • Amherst Middle School Thursday, November 2, 2017 6 p.m. and 7 p.m. This forum will
 120 be held during parent teacher conferences. Please visit at either 6 p.m. or 7 p.m.
 121 • Mont Vernon Village School Monday, November 6, 2017 6 p.m.
 122 • Clark-Wilkins Elementary School Wednesday, November 15, 2017 6:30 p.m.
 123 • Amherst Town Library Thursday, November 16, 2017 12 p.m.

124 She added that this is a general forum at this time and they will have them more in the spring.

125 Mr. Chen asked if anyone could go to any of the meetings.

126 Ms. Landwehrle replied, yes.

127 Ms. Facey then encouraged the Board members to visit any of the meetings.

128 The Board thanked Ms. Landwehrle.

129 C. Effective School Board Meetings

130 Mr. Howard Brown then discussed that this was brought up at the recent SAU meeting.

131 He then mentioned the Desired Outcomes. He added that the agenda setting takes place at the
132 Superintendent's Office and they do have a four Chair's Meeting to talk about things that are
133 happening.

134 Ms. Facey added that a lot of this they have covered at the SAU meeting.

135 Mr. Brown discussed that abstaining from a motion is if there is a conflict of interest.

136 Mr. Coughlan noted that it might be better to have the action items earlier due to some meetings
137 running late.

138 Ms. Facey noted that it does say to have the important items earlier in the meeting.

139 Mr. Chen asked about the Board approval in regards to the forums.

140 Ms. Landwehrle discussed that they have Board representation on the Assessment Grading and
141 Reporting Committee. The Board developed the Strategic Plan and they are taking the
142 components and developing them. She added that Ms. Facey is on that committee and it is her
143 role to update the Board. They did not have their meeting, this past Monday (10 30 17), due to
144 the recent storm.

145 Ms. Facey asked about it being a State requirement.

146 Ms. Landwehrle noted that the State has outlined requirements and they will be going over it
147 during the forums with the current standards and the changes.

148 Mr. Chen asked if there is no ultimate review.

149 Ms. Landwehrle replied that this forum is general and it also might be a multi-year plan.

150 Mr. Purvis commented that sometimes there are issues that come to the Board that shouldn't be
151 involved in.

152 Mr. Coughlan added that he will abstain when he could not choose sides and understands both
153 sides.

154 Mr. Brown remarked that he abstains is if there is a bussing issue/ conflict of interest, or if he
155 was not in attendance at the meeting.

156 Mr. Grondstra added that you can vote yes or no on the meeting minutes, regardless if you
157 attended the meeting.

158 Ms. Facey agreed with Mr. Grondstra.

159 Business Administrator, Mr. Adam Steel, explained an instance of abstention, and recusal. He
160 added that it is like a tiered instance.

161 VIII. DISCUSSION

162 A. Review of Safety & Security Public Forum

163 Principal Scully noted that the recent Safety and Security Forum was on Monday, October 16th
164 2017. He added that it was well attended.

165 He further discussed that a representative group-Community Council, SRO, and SHS Leadership
166 presented a summary of their efforts on a comprehensive safety and security study. A
167 comprehensive safety and security system is the most effective method for providing a safe
168 environment. They have considered all potential elements of the plan as parts of a system.

169 The areas outlined below reflect the common priorities discovered in the research and lit review
170 of the representative groups contributing to this plan.

171 They feel the feedback during the forum supported these areas as our priorities.

172 Positive, accepting school climate is the critical underpinnings of a safe environment.

173 Access Control/Visitor Management

174 Video Surveillance

175 Communications-Emergency Alerting

176 He then noted that the next steps are from tonight's board discussion. He added that they will
177 take into consideration the Advisory Finance Committee Recommendations
178

179 The goal is to articulate Phase I recommendations. He then further discussed the details.

180 Mr. Steel added that the Advisory Finance Committee will be here shortly to discuss their
181 recommendations on this topic.

182 Mr. Brown added that in reviewing last month's meeting minutes, there are a couple of
183 questions. He noted that Ms. Lisa Eastland had asked about liability and Ms. Ellen Grudzien
184 asked about why we are doing this. He added that liability should be on their minds and then
185 what is the purpose, intruders or behavior.

186 Mr. Brown added that it morphed in to more than what it was.

187 Ms. Facey mentioned that the original motion was in place before she became a Board Member.
188 She then added that she had asked Mr. Brown about a comprehensive about safety and security
189 not just about cameras. She added that she is not interested in strictly a camera proposal.

190 Mr. Brown noted that they should be doing things now that are lower cost. He added that last
191 night he got approached with questions about the cameras.

192 Mr. Chen noted that the amount of cameras was in the SRO proposal. He then asked Principal
193 Scully about Phase one and what else is involved.

194 Mr. Steel phase one is the lower cost and then phase two would involve a bond issue. He added
195 that in his past experience the school had spent 200K on just an entrance. He then noted that he
196 prefers a thoughtful plan.

197 Mr. Chen asked if phase two should be a separate article.

198 Mr. Steel replied that if the Board feels that it is needed.

199 Mr. Chen asked about the building upgrades, and if it is interrelated.

200 Mr. Steel replied that he is certain that there is some interrelatedness. He noted that this year they
201 would scope it all out and what they are buying the second approval from the voters is for the
202 remainder.

203 Mr. Chen asked about the public hearing date in relation to warrant articles.

204 Mr. Steel replied that has to be decided before the Public Hearing, you can remove things but not
205 add to it.

206 Mr. Grondstra added that need a comprehensive phased approach with costs and timelines. They
207 need to narrow their focus. He then noted his concern with creating warrant articles. He added
208 that he would not be able to support something that he does not know about.

209 Mr. Steel replied that he suggests that the Board make a motion to design a comprehensive safety
210 and security plan to include or not include cameras.

211 Ms. Facey thought that the idea was to have a consultant to help them design the phases.

212 Mr. Steel added that the first phase are the easier things, the second is more substantial.

213 Mr. Grondstra noted his concern with making a motion and suggested a consultant, in that sense,
214 they will know they need and ball park cost.

215 Mr. Steel noted that in order to develop that they need about \$25K for design fees to hire a
216 consultant. He added that it will help with economies of scale.

217 Principal Scully added that what they are looking at in the Principal's Report is that they have
218 had some consultants and try to imagine this list with costs.

219 Mr. Purvis asked if a consultant was identified and if he is ok with that amount of \$25K.

220 Mr. Steel, no not yet, and that is a number that he is comfortable with.

221 Mr. Chen discussed that if the consultant says that they cannot do it then it is fine but he is
222 suggesting

223 Mr. Brown asked how long it would take to get a consultant.

224 Mr. Steel replied a month or two. He added that he does not want to duplicate expense if they
225 had to do hvac in the near future.

226 Ms. Facey then suggested hearing from the Budget Finance Committee before making a motion.
227 She added that they are here now.

228 Mr. Brown noted that he understands Mr. Chen's point of view.

229 Ms. Facey added that she wants to hear from the AFC.

230 Mr. Steel noted that he wants to thank the AFC for all of their work and added that they are
231 rational, thoughtful.

232 Ms. Ellen Grudzien noted that they had discussed the line item for \$215,000 as a place holder.
233 She added that she attended the forum and that they need more detail.

234 She added that the custodial salaries is moved to the SAU budget. She added that they had
235 questions on the water increase, Souhegan repairs, and the plumbing repair and got their
236 answers.

237 Mr. Coughlan noted that it is an ongoing process to switch to sensor water faucets.

238 Ms. Grudzien noted that the change to LED with a ROI in 5 years is reasonable.

239 Mr. Ian Corcoran, reported out on transportation and nutrition. He added that overall they are
240 pleased with a reduction from FY18: -\$119,492 / -8.78%.

241 He added that SHS Food Director, Mr. John Lash, to get above the line on profit/loss. He added
242 that Mr. Lash started a couple of programs to offset that student loss:

- 243 • Meals for teachers
- 244 • Catering for advisory, catering for towns

245 Principal Scully added that when they shut down the annex cafeteria and did a cost benefit
246 analysis on that machine it was not beneficial. He added that it made a lot of sense to shut it
247 down.

248 Mr. Brown asked if they bought the machine outright, and asked if they can sell it.

249 Principal Scully noted that Mr. Lash might have an idea for it.

250 Mr. Corcoran noted that Mr. Steel had stated they had paid ahead for some of the transportation
251 costs (FY16 budget paid ahead for some of FY17 costs).

252 Mr. Purvis asked what percentage of budget is transportation is food and transportation and
253 increase and decrease 8% combined (FY19 Budget: \$1,240,863 / 6.9% of total budget, change
254 from FY18: -\$119,492 / -8.78%).

255 Mr. Steel reminded the Board that school nutrition is meant to be cost neutral.

256 The Board thanked Mr. Corcoran.

257 Ms. Eastland noted that she is going to report out on administration, since Ms. Jane King is not
258 in attendance.

259 She discussed the Administration portion of the SCSB FY2019 proposed budget is \$3,058,511,
 260 an increase of \$146,749 or 5.04% over the FY18 budget. The main portion of that increase is
 261 due to the decision to move the position of the Facilities manager from the Facilities portion of
 262 the SCSB budget to the SAU budget, effectively moving the \$90,966 (salary and benefits) to the
 263 Administration portion of the budget via the SAU Assessment.

264 She added that other areas of the budget that show increases are NEASC Accreditation (\$14,150)
 265 which occurs every 10 years and is the cost of transportation and housing NEASC personnel
 266 during the accreditation visit. Student Resource Officer is up 5.48% or \$2,373. Guidance and
 267 Student Support Staff salaries are up 1.51% and 1.28% respectively. Guidance software
 268 includes an additional \$2143 over last year's budget.

269 She noted that Admin salaries are up 2.86% (\$9637) due in part to the numbers used for
 270 budgeting in FY18 included a ½ time position that was filled later in the year, lowering the
 271 actual spent. The Pool for Merit Increases (non-PPC) is up \$13,290 (156%) from \$8510 to
 272 \$21,800. The 3 years prior to the current FY18 the staff received \$0 in merit increases.

273 She added that the Administration does not anticipate any admin staffing changes for next year.

274 She added after discussing the budget there was a thoughtful discussion of the role of, and
 275 demands on the Administration as it plans to move from a competency-based education toward
 276 mastery-based approach. The past few years have seen staffing changes and reductions in both
 277 administrative staff and faculty and the upcoming changes will place many new demands on
 278 both. With a new Superintendent expected for next year, the SCSB and Administration will need
 279 to work with the new leadership to ensure that the administration is equipped for the upcoming
 280 transition.

281 She remarked that the Administration portion of the budget is pretty conservative and does not
 282 recommend any changes.

283 The Advisory Finance Committee voted unanimously on October 24, 2017 to accept it as
 284 written.

285 The Advisory Finance Committee recommends that the administration look at how the
 286 retirement of Maggie Paul as the Community Service Coordinator has affected the relationship
 287 between the school and the community and if the parceling out of the responsibilities of the
 288 position has diminished their effectiveness or impacted the students.

289 Ms. Eastland also reviewed the Special Ed part of the budget.

290 She discussed that they are at \$225,134 less than last year -6.26% compared to FY18
 291 (comprises 18.8% of the budget).

292 She remarked that Director of Student Services, Ms. Meg Beauchamp, is managing the
 293 department very well, highlighting that SHS is 100% in compliance with Indicator 13.

294 She then applauded and thanked Mr. Steel with creating the new budgeting system, adding that it
 295 made their job so much easier.

296 Ms. Sue Birchard then discussed Athletics.

297 She noted that the FY 19 proposed \$671,449 or 3.8% of total budget, increase of 3.39% from FY
298 18 budget (\$649,433).

299 She added that Athletics continues to be a large part of the Souhegan High School environment.
300 The school offers 21 sports and 53 teams which are managed by Mr. Dick Miller, the Athletic
301 Director, and Ms. Pam Paul, Athletic Assistant. Directly overseeing the teams are over 60
302 coaches and nearly 30 volunteers. Over 60 percent of the students participate in athletics. There
303 are 37 clubs. Last year there were over 1000 club memberships. It is an engaged student body.

304 She added with these changes she supports the budget as presented, yet, thinks there should be a
305 thorough review of the teams and the clubs going forward.

306 Mr. Purvis asked if it is just athletics or all co-curriculars.

307 Ms. Birchard noted it was both.

308 Discussion ensued over the percentage in clubs and sports.

309 Mr. Steel noted that there are some additional adjustments

310 Ms. Peggy Harris then discussed technology noted that the budget is pretty stable and the
311 replacement of equipment and then insurance and software, the infrastructure.

312 She added that they unanimously voted to approve the budget.

313 Mr. Martin Goulet then gave the Board some background on the discussion he added that the
314 enrollment is projected to fall 6% for the budget period in session

315 With the 2019 projected enrollment at -6% why wouldn't curriculum staffing also decline at a
316 similar pace?

317 He then discussed what we found when we sent out to answer this:

318 Headcount reductions in this budget line have been declining faster than enrollment declines, by
319 average of 4% points each year since 2016.

320 He then explained his Table 1, of enrollment change, Staff HC change, salary change, Delta
321 (head count to dollars) and then the Delta (enrollment to dollars). He then asked is another head
322 count reduction of "enrollment + 4%" doable to achieve staffing dollar reduction aligned with
323 enrollment decline. He added that would mean a cut of 7.6 FTE.

324 Mr. Purvis asked about the decrease in curriculum staff.

325 Mr. Goulet concluded that they cannot indiscriminately cut their way out of this issue. Cutting
326 4% more in headcount than enrollment will lead to performance decline (7.6 FTE's this year).
327 Yes, they must cut staffing and staff cost if they wish to keep variable costs in line with
328 enrollment.

329 He then asked the Board how they can marry headcount number reductions more closely with
330 staffing dollar reductions and, how they can deliver their educational product more efficiently
331 without losing effectiveness.

332 Mr. Steel then discussed the CPP throughout the years since 2013. He noted that the State
333 average CPP has risen and SHS has dropped or remained steady. He then added that they did
334 analysis with CPP to enrollment and that it is an inverse relationship.

335 Mr. Purvis asked about the curriculum budget increase.

336 Mr. Chen asked about the cost per pupil.

337 **Mr. David Chen motioned to appropriate from the FY 18 unexpended funds no more than**
338 **\$25K to specify and prepare a cost estimate for the Phase II Safety and Security plan. This**
339 **report and presentation are to be presented at the May 2018 SCSD School Board Meeting.**
340 **Mr. Steve Coughlan seconded the motion. The vote was unanimous, Motion passed.**

341 Ms. Facey noted that she would rather go with the AFC plan.

342 Mr. Grondstra noted his concern with the timing of motion. He added that they need to look at it
343 ASAP. He added that they need to move it in a forward direction.

344 Ms. Facey added that she appreciates the phase one approach and is looking for a thoughtful
345 proposal and a better look at economies of scale. She added that CC has had a hard time to look
346 at all these issues. She added that they take some time to look at this.

347 Mr. Chen asked what a reasonable time is.

348 Mr. Steel replied that a month is likely doable, however, not promised.

349 Ms. Facey added that CC would not be able to work with the consultant within a month.

350 Mr. Steel noted that he agrees that there is not enough time to meet with CC and the public. He
351 added that he has one firm in mind and is looking at calling them tomorrow.

352 Mr. Purvis remarked that this has been a process for a long time.

353 Mr. Grondstra noted that he appreciates thoughtful, well laid plans. He then noted that in looking
354 at phase one, he sees some that are low cost.

355 Mr. Scully then discussed what was already done in phase one.

356 Mr. Grondstra noted that at the forums he has heard from people to not rush.

357 Ms. Facey added that she would want to know who is going to be doing the design.

358 Mr. Grondstra noted that they can still do the study with a fair amount of time and provide them
359 with a plan. He added his counter suggestion that they move forward with appropriating \$25K
360 from this year's budget.

361 He added that it then dovetails into a plan for the entire building and not to pull apart walls for a
362 second time.

363 **Mr. Pim Grondstra motioned to amend the above Motion to say “by the May 2018 Board**
364 **meeting”. Mr. Steve Coughlan seconded the Motion. The vote was unanimous.**

365 Discussion ensued.

366 B. Review of Consolidation Community Forums

367 Chair Mr. Howard Brown noted that they will discuss it at the next meeting.

368 IX. PUBLIC COMMENT

369 No Public Comment

370 X. ACTION ITEMS

371 A. PPC Policies:

372 GCBA-E – Professional Salary Schedule Components

373 GCBD/GDBD – Professional and Support Staff Fringe Benefits

374 GCJA – Staff Development Reimbursement

375 GCMA – Summer Work

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

377 **Motion to enter non-public made by Steve Coughlan, seconded by Amy Facey.**

378 Roll call: **Brown-yes; Coughlan-yes; Grondstra-yes; Chen-yes; Facey-yes, Purvis-yes**

379 **Howard Brown** called the meeting to order at 9:00 P.M.

380 **Minutes Recorder: Pim Grondstra**

381 **Discussion:**

382 **PPC Update**

383 **Motion to exit non-public at 9:50 P.M. made by Steve Coughlan, seconded by Pim**
384 **Grondstra.**

385 Roll call: **Brown-yes; Coughlan-yes; Grondstra-yes; Chen-yes; Facey-yes, Purvis -yes**

386 **Motion made in Public Session:**

387 To approve policies brought as presented to the board.

388 **Motion made by Amy Facey, seconded by Dwayne Purvis. Vote was 6-0-0 in favor of**
389 **motion.**

390 XII. FUTURE MEETING AGENDA ITEMS

391 XIII. REVIEW OF MEETING/ADJOURN

392 **10:05 P.M. Amy Facey motioned to adjourn the meeting. Seconded by Dwayne Purvis.**

393 **Motion passed unanimously (6-0-0).**