

1 Souhegan Cooperative School Board

2 Thursday, October 5, 2017

3 Meeting Minutes

4 Administrative Team: Peter Warburton- Superintendent, Mr. Adam Steel- Business
5 Administrator, Rob Scully- Principal SHS, Kathy White- Dean of Faculty, Meg Beauchamp-
6 Director of Student Services, Christine Landwehrle- Director of Curriculum and Professional
7 Development, John Schuttinger- Principal MVVS and Ms. Kelly Driscoll- Dean of Students.

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

10 Minute Taker: Danae Marotta

11 Public: Thomas Driscoll- Chair MVSB, Melody Chen- Community Council Moderator, Mitchell
12 Jacobs- Community Council Liaison, Jeanne Ludt- Past SCCB Member, Amherst NH, Mark
13 Tardiff- Mont Vernon NH, Lisa Eastland- Amherst NH, and Ellen Grudzien- Amherst NH.

14 I. CALL TO ORDER – Vice-Chair Jim Manning

15 **Vice Chair Mr. Jim Manning called the meeting to order at 6:03PM.**

16 He then welcomed the public to the MVVS.

17 II. PLEDGE OF ALLIEGENCE AND MOMENT OF SILENCE

18 III. BRIEF TOUR OF MONT VERNON VILLAGE SCHOOL

19 Tom Driscoll, MVSB Chair and John Schuttinger, MVVS Principal

20 Mr. Manning thanked Principal Schuttinger and Mr. Driscoll and remarked that the MVVS is
21 beautiful and very clean.

22 IV. ANNOUNCEMENTS

23 A. Principal's Report

24 Principal Scully started his Principal's report with thanks to Ms. Joanne McDeed, Ms. Julie
25 Colby, Mr. Tony Doucette-Community Council and Ms. Leah Sutherland-Student Services.

26 He added that he is happy to respond to any questions the Board may have.

27 He added on the top of page two is what they will be working on. He noted that "Drivers" is
28 highlighted.

29 He discussed the roll out of the 1:1 devices and that it was well received. He added that the 4
30 opt-outs were because the parents had accidentally bought one already.

31 Mr. Chen asked about the opt-outs.

32

33 Mr. Scully noted that the students have been using One Note well and there has not been any
34 Wi Fi issues. Going forward, there will be more PD with the teachers.

35 Mr. Brown asked about the integrity with students and testing, in general.

36 Ms. Landwehrle noted that the State testing uses a secure site and it locks the computer.

37 Mr. Scully then discussed that SHS is in year two of a two year preparation for fall 2018,
38 October, accreditation visit from NEASC. The links provided will give an overview. He then
39 discussed that the actual onsite planning, organization, research and work is rather extensive and
40 demands are great on both time and resources. An infrastructure is designed to guide the process.

41 Further he added, the review is framed around 7 Standards:

- 42 1. Core Values and Beliefs
- 43 2. Curriculum
- 44 3. Instruction
- 45 4. Assessment of and for Student Learning
- 46 5. School Culture and Leadership
- 47 6. School Resources for Learning
- 48 7. Community Resources for Learning

49 Ms. Amy McGuigan, their NEASC Coordinator, works with the Leadership Team to coordinate
50 the process.

51 The Steering Committee consists ten teachers who meet regularly and are responsible for a
52 deeper understanding of the process. They facilitate our work sessions and coordinate the
53 collection of evidence necessary for writing the reports. Their oversight includes a Standards
54 Committee, a representative group including faculty, staff, students, Board and community.

55 He then asked the Board to review the information provided and that Members might be asked to
56 be a part of the standards committees.

57 Mr. Manning then commented on Robert's Rules of Order. He noted that the presenter would
58 give the presentation and then they would raise their hands for questions. He added that there
59 should not one member that monopolizes the conversation.

60 He then thanked Principal Scully.

61 B. Community Council Report

62 Mr. Manning noted that they will be reading from some of the founding documents.

63 Ms. Melody Chen, Community Council Moderator, then read the Souhegan High School
64 Mission Statement.

65 Superintendent Mr. Peter Warburton noted that they have not read these for a while and they are
66 important.

67 Ms. Chen then introduced Mr. Mitchell Jacobs, Community Council Liaison and another student.

68 She then noted that they have complied their security survey results.

69 Mr. Mitchell Jacobs then added that there were 628 responses. He added that 74% of the faculty
70 members responded.

71 Ms. Chen added that overall approximately 70% of the students and faculty have responded,
72 which was good.

73 Mr. Jacobs then reviewed the responses for “*What makes you feel unsafe*”.

74 Ms. Chen then reviewed the responses for “*Have you been personally affected by any of these*
75 *activities while at Souhegan?*” Check all that apply.

76 Ms. Chen reviewed the pie chart for the outside security cameras.

77 She then discussed the answers for suggestions for “*Other Security Measures*”. She remarked
78 that lock downs are during convenient times and asked if they could possibly change times for
79 better preparation. She then mentioned the suggestions of using Advisory to better educate
80 students, having faculty and the SRO be more visible during class changing times (to create a
81 better relations between teachers and students), reinforcing the Souhegan Six, and better parking
82 lot lighting (as cameras will not catch anything in the dark).

83 Another student discussed locker storage, interconnecting doors, security in the Annex (possibly
84 a buzz in system and exterior door locks).

85 Ms. Chen noted that they did not have a great deal of time for discussion but they are getting
86 there.

87 She added that at the end of the survey they had asked for other comments, noting that it is too
88 long to discuss here.

89 She then added that they tried to reach out to other schools to find out what their security was
90 like and Ms. Jeanne Ludt is here to review the results.

91 Ms. Ludt thanked the Board and commended the students for their presentation and level of
92 dedication and professionalism.

93 She then noted the neighboring schools of Bedford, Hollis/Brookline, and Milford. She remarked
94 that they are different in the amounts of buildings and students. She then added that the
95 administration at these schools were open to giving information and even invited them to tour the
96 school.

97 Ms. Ludt then reviewed the security measures between the schools.

98 Mr. Manning thanked Ms. Chen, Mr. Jacobs and the other student for their presentation.

99 Mr. Coughlan commented that they had given the students bigger lockers and asked why they are
100 not being used. He then asked how big they have to make them.

- 101 Ms. Chen replied, that lockers are important for the band and sports teams. She added that they
102 are narrow and necessary for band members.
- 103 Mr. Mark Tardiff, Mont Vernon NH resident, remarked that the new lockers were a capital
104 purchase and that it sounds like money was thrown away.
- 105 Mr. Manning commented that it was just a survey and not about the lockers.
106 He then asked if they thought about a buzz in system.
- 107 Ms. Chen replied that they did think about that but with the two buildings the doors would
108 probably get propped open anyways.
- 109 Mr. Manning asked if they had talked with any other schools with a badge in system.
110 He then commented that he believes that the questions were leading. He discussed that by
111 changing them it would have gotten a more directive response.
- 112 Ms. Chen replied that they did put a lot of thought in to the questions and had it reviewed by a
113 teacher.
- 114 Mr. Manning asked, based on their analysis, what is the best system to prevent an active shooter
115 on campus. He added that he is looking for fast based evidence.
- 116 Ms. Ellen Grudzien, Amherst NH resident, then asked Mr. Manning to clarify his question.
117 Mr. Jacobs noted that they have talked with SRO John Smith.
- 118 Principal Scully added that they have had discussions with the SRO
- 119 Mr. Manning added that they Department of Homeland Security report but it is not peer
120 reviewed. He then asked for it for October 16th potentially.
- 121 Superintendent Mr. Peter Warburton noted to add to Ms. Ludt's research he has reached out to
122 neighboring Superintendents about cameras and that he got 25- 30 responses, a lot have cameras
123 outside but some inside. He added an interesting fact that Concord HS does not have cameras
124 inside or outside at the present time. He added that he will compile that research and get back to
125 the Board.
- 126 Mr. Chen asked if it can be added to Google Docs.
- 127 Mr. Manning replied, yes.
128 He asked if there is any peer review data to prevent or plan for an active shooter event.
- 129 Mr. Brown noted that Mr. Knox might be able to get more information for us.
- 130 Mr. Manning added that Principal Scully should take the lead on getting this information. He
131 added that there are three governing bodies within the HS.
- 132 He then asked if there is any peer review data to prevent or plan for an active event.

133 Mr. Brown then noted that SRO Smith would have a lot of information.

134 Mr. Manning agreed.

135 He then noted the recent tragic events in Las Vegas. He added that people will be asking about
136 what would happen in the event of an active shooter.

137 The Board thanked the students and Community Council.

138 C. Committee Reports

139 Mr. Chen noted that the Budget Study Committee met and they put together things that they
140 want to investigate. He added to manage long term costs rather than year to year.

141 The Board thanked Mr. Chen.

142 Mr. Coughlan noted that the voters had ratified amendments in March and that they should have
143 been discussing it tonight but it did not happen. It will happen on the October 16th meeting.

144 Discussion ensued.

145 Ms. Facey asked for a PPC update in non-public session.

146 The Board noted that they will discuss it on October 16th.

147 V. PUBLIC COMMENT

148 Ms. Ludt asked about the designing safety and security survey.

149 Mr. Manning replied that it was for getting feedback from parents and the community.

150 Superintendent Mr. Peter Warburton commented that they are going to have a Public Forum on
151 Safety and Security on October 16th to get parent and community feedback. The survey has not
152 been crafted yet.

153 Ms. Ludt noted that she is looking for the full picture.

154 Ms. Lisa Eastland, Amherst NH resident, commented about the schools that have cameras on
155 their perimeters and if there is someone watching the cameras great, but what if there isn't. She
156 added that they should look into what makes kids feel safe in schools. She then asked a questions
157 about liability.

158 Mr. Manning noted that they need to do their due diligence in relative to security.

159 Ms. Ellen Grudzien asked what the real intent of the cameras is. She then asked if they are
160 looking at behaviors, intruders etc. She added that they have not been clear about the reasons
161 before the public forum. She added that she's on the Ways and Means Committee and knows the
162 costs.

163 Mr. Manning discussed that the SRO made that presentation and he was not acting Chair at that
164 time.

165 He then added that as a Board they need to live up to their fiduciary responsibility in terms of
166 governance and security.

167 Mr. Coughlan commented that if it was a warrant article in March then people would be voting
168 on it for their own reasons.

169 Mr. Chen added that when it was brought up with the Board, October 1st, Mr. Manning was not
170 yet elected at that point.

171 Chair Mr. Howard Brown noted that he felt that the SRO presentation was important.

172 Ms. Facey noted that she feels like this whole process has been mismanaged up until this point.
173 She added that she believes that there needs to be more input from the SRO and the
174 Administration. She added that she is grateful to have the Public Forum.

175 Mr. Tardiff reviewed his background and that it is easy to go down the path to spending money
176 and it is unrealistic to look for a response at the Public Forum on the 16th. He then suggested the
177 Board ask for public help.

178 Mr. Peter Warburton emphasized that safety is a major priority, they have incident command
179 teams and they practice regularly. He added that it is very important to go through those
180 exercises. He added that they are prepared but he knows that there are more things to do.

181 VI. CONSENT AGENDA

182 A. Minutes

183 1. September 7, 2017

184 B. Treasurer's Report

185 1. August 2017

186 **Ms. Amy Facey motioned to accept the Consent Agenda items A. Minutes, 1. September 7,**
187 **2017 as amended, and B. Treasurer's Report 1. August 2017. Mr. Pim Grondstra seconded**
188 **the Motion. 5 in favor, Motion passed. Mr. Howard Brown abstained.**

189 Mr. Chen noted the addition of "*Competency Based Education*" to line 54 in the September 7th,
190 2017 Minutes.

191 VII. PRESENTATIONS/REPORTS

192 A. FY19 SCSD Budget Overview

193 Business Administrator, Mr. Adam Steel, noted that this is a first look at the Budget.

194 He then thanked the Advisory Finance Committee for all of their work.

195 He reviewed that Enrollment is decreasing at a slowing trend:

196 He then noted that there is an increase of 0.9% (\$158,174) over FY18:

- 197 • Staffing reductions & grant funding: -2.9% (-\$527,866)
- 198 • Transportation savings: -0.6% (-\$104,980)
- 199 • Health Insurance: +1.3% (\$241,210)
- 200 • Security Equipment: +1.2% (\$215,000)
- 201 • SAU 39 Assessment: +0.7% (\$124,396)
- 202 • Regular Education (PPC step): +0.5% (\$ 83,298)
- 203 • Facilities Upgrades: +0.4% (\$ 79,540)
- 204 • Special Education: +0.3% (\$ 52,842)
- 205 • Everything Else: +0.0% (-\$ 5,266)

206 He added that the Default budget is a decrease of \$220,369 (-1.2%) and that the difference
207 between the default and the proposed is +2.1%.

208 He then discussed the default calculation. He added that they took out the warrant, noted the
209 staffing changes removed transportation savings, tech savings and then added in the contractual
210 obligations.

211 He then reviewed the FY 19 Default Budget Calculation. He added that the biggest driver is the
212 security equipment which might be lowered or put to a warrant article.

213 Mr. Steel then reviewed the Budget Composition.

214 He then discussed the major issues. Enrollment trends allow for redistribution of human
215 resources allowing savings.

216 He added that the security equipment is held as a placeholder.

217 Mr. Chen asked about the number of \$215, 000 for the security equipment.

218 Mr. Steel replied that at the last meeting they had talked about more than cameras.

219 Mr. Manning noted it is for the full security package.

220 Mr. Grondstra asked about the current enrollment.

221 Principal Scully replied around 780. He added that he will get the exact number for him.

222 Mr. Coughlan asked about the paving.

223 Mr. Steel replied that he will talk about that a bit later.

224 He then reviewed the staffing changes. He then discussed the savings in transportation: Special
225 education and CTE transportation savings projected and reduced regular transportation buses.

226 He also discussed the staffing changes.

227 Mr. Chen asked about the reduction of \$378, 550.

228 Mr. Steel replied that it will be grant funded and not necessarily a reduction.

229 Mr. Grondstra asked about alternative default calculation and what are the other districts doing.

230 Mr. Steel replied, that staffing should not be reduced in the default budget calculation. So the
231 \$378,550 will be added to the default budget calculation. He added that last year the Board
232 decided to go with past practice.

233 He added that it is moot for the ASD and MVVS because they do not have that issue at this time.

234 Ms. Facey asked about the dollar amount of the default budget.

235 Mr. Steel reviewed the three biggest discretionary items.

236 Safety & Security Equipment: \$225,000

237 • Placeholder amount to be updated

238 Site Lighting: \$50,000

239 • Update site lighting to energy efficient LED
240 • Estimated ROI of 5 years

241 Theatre Equipment: \$24,800

242 • Replacement projector
243 • Wireless microphone replacement
244 • Mixer replacement

245 He then discussed the additional warrant articles.

246 He then reviewed the Learning Environment Upgrades and what is in progress right now SAU39
247 Assessment (updated after SAU board), health insurance rates (due any day), enrollment
248 projections (updated early October), and adequacy aid projections (due in November).

249 Mr. Purvis asked about the funding for the STEM labs.

250 Mr. Scully discussed that it was on hold at this time.

251 Mr. Steel then discussed the capital needs assessment. He added that a lot of the things are front
252 loaded and they do not have the time to build up the financial reserves. He then suggested that
253 the Board and the ASD should have a committee about the capital plan. He added that it comes
254 down to the tax rates.

255 Mr. Steel added that they do have some serious needs that are coming in the future. He suggested
256 a phased approach.

257 Mr. Manning asked about the ultimate responsibility with the Boards.

258 Mr. Steel replied that really it is a joint effort. He then suggested that they discuss it over the
259 winter and form a committee.

260 Mr. Manning suggested February 1st, 2018.

261 Mr. Brown asked about the stipends.

262 Mr. Chen asked about the stipends for the coaches.

263 Mr. Grondstra replied that they looked at all the stipends with comparisons.

264 Mr. Steel then discussed that there is a spreadsheet, Google sheet, with all the budget amounts
265 listed. He then reviewed the form and that there is an opportunity for the public to submit
266 questions through the form.

267 He then gave an example noting that sometimes people have similar questions about an item.

268 The Board thanked Mr. Steel.

269 VIII. INFORMATIONAL

270 A. Community Council Security Survey Results

271 *See Above*

272 B. Retreat Goals

273 Mr. Manning added that he sent out a copy of the retreat goals, SHS will be a destination HS,
274 data informed, smart technology investments and make student success a priority.

275 He then asked then Board if they still fit in with their current goals.

276 The Board agreed.

277 He then asked for the alignment of future presentations to be aligned with these goals.

278 C. Outstanding Items

279 Ms. Facey they need to appoint another superintendent search committee member and they need
280 to give that name to Ms. Carrie James. She added that each Board has two members.

281 Mr. Chen asked about the dates.

282 Ms. Facey added that there are interviews and they have to give a decision to Ms. Carrie James,
283 Director of HR.

284 Mr. Steve Coughlan volunteered.

285 She then discussed that they received a letter from a person in MV interested in joining
286 Community Council.

287 Mr. Manning added that he received a letter and forwarded it to Ms. Pam Boilard, Executive
288 Assistant to the Superintendent.

289 **Ms. Amy Facey motioned to accept Ms. Nancy Craven as the Community Council Member**
290 **from Mont Vernon. Mr. David Chen seconded the Motion. The vote was unanimous,**
291 **Motion passed.**

292 Mr. Chen asked if all positions are filled.

293 Ms. Facey replied, yes.

294 D. SHS Boilers

295 Mr. Steel discussed that he has had the boilers looked at by three different vendors. He added
296 that they have a couple of options and he is not ready to make a recommendation yet.

297 He then added that the boilers are traditional non-condensing and both have had issues with
298 failure.

299 One theory is an issue with bad parts, another theory is that they are too hot, starting to steam
300 and condensing when they are not supposed to and corrosion is developing. He added that 180
301 degrees is where the probe is.

302 The other complication is that there is no point with replacing with high efficiency boilers. He
303 then added that they need to look at a more cost efficient solution.

304 He added that he reached out to the architect and they directed him to the electrical and plumbing
305 engineer that built the Annex. He added that he will be updating the Board through email in the
306 next week or so. He noted that the repair quote was for \$15K.

307 Mr. Brown asked about the boilers.

308 Mr. Steel replied that it is a two boiler system.

309 Mr. Purvis asked about the repair warranty on the boilers.

310 Mr. Steel discussed that it cannot be fixed because the parts are not available, and that they will
311 probably have more issues not less.

312 Mr. Coughlan commented on the original design capacity of the boilers.

313 Mr. Chen suggested that the Board have a plan to get this done being that we are going into
314 November soon.

315 **Mr. David Chen motioned to authorize the Administration to spend up to \$50K to replace**
316 **and or repair the two boilers in the annex. Mr. Dwayne Purvis seconded the Motion. The**
317 **vote was unanimous. Motion passed.**

318 Mr. Coughlan asked where the money is coming from.

319 Mr. Steel discussed in short that they spend the money and see how the expenditure budget is
320 this fiscal year. He added that they can either take it from the Capital Reserve Fund that they
321 have or in really dire situations ask for a supplemental appropriations from the voters in March.

322 Mr. Purvis asked for the amount in the Capital Reserve Fund at this time.

323 Discussion ensued about the Capital Reserve Fund.

324 Mr. Brown commented that there is \$175K in the Capital Reserve Fund plus an extra \$65K.

325 Mr. Manning commented on the Capital Reserve Fund.

326 Mr. Coughlan replied, that there was no target set by the Board when it was created. He added
327 that Mr. John Robichaud recommended \$200K which makes sense with inflationary values.

328 Mr. Steel noted that the Board cannot wait till November.

329 Mr. Purvis asked that the Board needs to know.

330 Mr. Purvis remarked that this was not anticipated but what is.

331 Mr. Steel replied that the Board has not heard the Capital Needs Assessment Presentation. He
332 added that with that comes a funding plan.

333 Mr. Purvis remarked that this was not an initial issue.

334 Mr. Steel replied, no, not an issue. He then recommended that the Board figure out how much it
335 will cost and then figure it out later.

336 E. Next Board meeting on Wednesday, November 1, 2017

337 Mr. Manning noted that it is on a Wednesday, due to SHS parent teacher conferences.

338 IX. DISCUSSION

339 A. Safety and Security Public Forum – Monday, October 16th

340 Mr. Manning discussed that the purpose of the public forum to have the Administration, the
341 Board, CC and the SRO on stage so that they can hear input from the community. He noted that
342 CC would give their two tiered proposal.

343 Mr. Chen noted that the SRO's should present their information as well.

344 Mr. Manning since that proposal, the SRO's have been working with CC to review the proposal
345 they made.

346 Mr. Chen asked why they can't present the whole thing.

347 Mr. Purvis commented that it is CC that is driving the show.

348 Principal Scully noted that the previous SRO presentation should be seen as informative.

349 Mr. Brown noted that now they are going full circle and asking for the public input.

350 Mr. Manning added that they need to let the community understand that the three governing
351 bodies are working collaboratively to address the security plan with a multiplicity of issues.

352 Mr. Grondstra added he wants to know what they will be discussing

353 Mr. Warburton added that this is our emergency management training where they are now and
354 safety and security. He emphasized they want to hear from the public, not just about the
355 cameras.

356 Mr. Manning asked if that seems ok with the Board.

357 Discussion ensued.

358 Mr. Purvis commented that the students do not want cameras in the schools. He then added that
359 he wants to see an honest discussion.

360 Mr. Manning recommended that they need to see what the presentation looks like before the 16th.
361 He added that they need to see an agenda and presentations in Google docs at some point next
362 week.

363 He added that there needs to be an equivalent level of preparation.

364 He then asked the Board if they were in agreement with seeing a presentation next week in
365 Google Docs. There is no discussion though.

366 Principal Scully replied that they will do it and take care of anything that needs to be said.

367 Mr. Manning added that he would like to know where the Administration stands,

368 Mr. Warburton mentioned it is to hear from other people that are there.

369 Mr. Manning discussed that it is the CC that governs the HS and Administration that runs the HS
370 and that is what they need to see.

371 B. Designing Safety & Security Survey

372 *Included in the above conversation.*

373 X. PUBLIC COMMENT

374 No Public Comment

375 XI. ACTION ITEMS

376 Ms. Kelly Driscoll then introduced herself as the new Dean of Students. She noted that she was
377 so proud to be a part of a mission driven school and that they live it. She is excited about the
378 work that is being done.

379 A. Fieldtrips

380 1. Pirate City – Bradenton, Florida

381 She then discussed the field trip details.

382 Mr. Chen noted his concern with the time missed by students.

383 Mr. Coughlan noted that it is an athletic team trip. He discussed that he has opposed to it.

384 Ms. Facey asked Ms. Driscoll to elaborate what they will be doing on this trip.

385 Ms. Driscoll noted that they play a few games, and there is a lot of character and team dynamics.
386 She added that there is a lot of educational value.

387 Mr. Manning asked Mr. Warburton if these trips are a part of the budget.

388 Mr. Brown replied that it is policy for trips that are out of New England that it gets approved by
389 the Board.

390 Mr. Chen noted that it is a Board liability.

391 Mr. Manning commented that questions should then be related to liability.

392 Mr. Brown commented that in the past Board members have been either for or opposed to this
393 trip and that teachers know what goes on during this trip.

394 Mr. Grondstra suggested that they keep the emotion out of the decision and ask whether students
395 will be safe or not.

396 Mr. Chen noted his concern with the Germany trip and the housing.

397 Ms. Driscoll added that the Germany and Guatemala trip are through a vetted travel company.

398 Ms. Facey added that the number of days missed is a family decision. She would not recommend
399 changing the days that were requested.

400 Ms. Driscoll added that with the international trips, they give the travel company a window of a
401 range of dates.

402 Mr. Purvis asked about the length of the trips.

403 Mr. Brown noted that some teachers liked to do a lot of trips.

404 Mr. Manning commented that it should be about liability.

405 Principal Scully noted that Ms. Driscoll has already vetted the field trips.

406 Mr. Warburton reminded the Board that they are in public session.

407 Mr. Coughlan noted that the answers are in the packet.

408 Ms. Driscoll commented that she would like to be more in the process of planning these trips and
409 she is cognizant with the amount of time that teachers are out of the classroom.

410 Mr. Purvis commented that sometimes it is passionate and for a lot of different reasons.

411 Ms. Driscoll then discussed the liability with the fieldtrip.

412 Mr. Chen asked about the insurance, he then suggested waivers.

413 **Ms. Amy Facey motioned to approve the Pirate City, Bradenton Florida Field Trip. Mr.**
414 **David Chen seconded the Motion. 5 in favor, Motion passed. Mr. Steve Coughlan opposed**

415 2. Munich, Germany

416 Ms. Driscoll discussed the Germany trip and the window of travel.

417 **Ms. Amy Facey motioned to approve the Munich, Germany Field Trip. Mr. David Chen**
418 **seconded the Motion. The vote was unanimous. Motion passed.**

419 Ms. Driscoll commented that she recommends this trip.

420 3. Italy & Greece

421 Ms. Driscoll noted that they are a leader in safety and have a lock solid reputation.

422 Mr. Brown asked why they are sending an administrator on a field trip.

423 Mr. Scully noted that it is just another faculty member.

424 Ms. Driscoll added that it is not a vacation for the chaperone.

425 Mr. Grondstra noted that it is not a liability issue, and suggested they not micromanage who goes
426 on the trip.

427 **Ms. Amy Facey motioned to approve the Italy and Greece Field Trip. Mr. David Chen**
428 **seconded the Motion. The vote was unanimous. Motion passed.**

429 4. Rhythms Int'l Music Festival – Philadelphia, PA

430 Ms. Driscoll discussed that the chorus and band leave on Saturday and return on Monday, via
431 bus.

432 **Ms. Amy Facey motioned to approve the Rhythms Int'l Music Festival – Philadelphia, PA**
433 **Field Trip. Mr. David Chen seconded the Motion. 4 in favor, Motion passed. Mr. Steve**
434 **Coughlan opposed. Mr. Howard Brown abstained.**

435 5. Guatemala City, Guatemala

436 **Ms. Amy Facey motioned to approve the Guatemala City, Guatemala Field Trip. Mr.**
437 **David Chen seconded the Motion. 5 in favor, Motion passed. Mr. Dwayne Purvis**
438 **abstained.**

439 6. Disney World- Orlando, Florida

440 Ms. Driscoll noted that it is not this year and slated for 2019 it is similar to Philadelphia.

441 **Ms. Amy Facey motioned to approve the Disney World- Orlando, Florida Field Trip for**
442 **2019. Mr. David Chen seconded the Motion. The vote was unanimous. Motion passed.**

443 B. Policies – 1st Readings:

444 1. BEDH – Public Participation at School Board Meetings

445 2. DA – Fiscal Management Policy

446 3. DB – Annual Budget

447 4. DBC – Budget Preparation

448 5. DBI – Budget Implementation

449 6. DBJ – Transfer of Appropriations

- 450 7. DD – Funding Proposals and Applications
- 451 8. DEA – Revenues from Local Tax Sources
- 452 9. DFA – Investment Policy
- 453 10. DFEB – Admission Fees and Donations for Programs
- 454 11. DG – Depository of Funds
- 455 12. DGA – Authorized Signatures
- 456 13. DI – Fiscal Accounting and Reporting
- 457 14. DIAM – Board Review and Signing of Manifests
- 458 15. DID – Fixed Assets & Durable Goods Inventories
- 459 16. DIE – Audits
- 460 17. DIH – Fraud Prevention and Fiscal Management
- 461 18. DJB – Purchasing Procedures
- 462 19. DJE – Bidding Requirements
- 463 20. DJF – Local Purchasing
- 464 21. DJGA – Sales Calls and Demonstrations
- 465 22. DK – Payment Procedures: Board Review and Signing of Manifests
- 466 23. DKA – Payroll Procedures
- 467 24. DKC – Expense Reimbursements
- 468 25. DLB – Salary Deduction – Tax Sheltered Annuity
- 469 26. DM – Cash in School Buildings
- 470 27. DN – School District Properties Disposal
- 471 28. EEAA – Video Surveillance on School Property
- 472 29. JICG – Tobacco Products Ban

473 Mr. Chen commented that there are typos.

474 Mr. Grondstra added that it should be discussed at the SAU to make changes. He then added that
475 the Policy Committee does a lot of hard work to get it to the SAU Board.

476 Mr. Warburton discussed that the vetting platform is the SAU Board. He then reminded the
477 Board that they start with a template by the NH School Boards Association. He added that it is a
478 really good process.

479 Mr. Brown added that it is within their rights to find an issue with and in the SAU they are
480 prepared to discuss.

481 Mr. Warburton noted that they are behind due to one word issues.

482 Mr. Coughlan also remarked that debate and discussion happens at the SAU.

483 Mr. Chen suggested they use Word document's change control option.

484 Discussion ensued.

485 **Mr. David Chen motioned to approve the policies 1. BEDH – Public Participation at School**
486 **Board Meetings, 2. DA – Fiscal Management Policy, 3. DB – Annual Budget, 4. DBC –**
487 **Budget Preparation, 5. DBI – Budget Implementation, 6. DBJ – Transfer of**
488 **Appropriations, 7. DD – Funding Proposals and Applications, 8. DEA – Revenues from**
489 **Local Tax Sources, 9. DFA – Investment Policy, 10. DFEB – Admission Fees and Donations**
490 **for Programs, 11. DG – Depository of Funds, 12. DGA – Authorized Signatures, 13. DI –**
491 **Fiscal Accounting and Reporting, 14. DIAM – Board Review and Signing of Manifests, 15.**
492 **DID – Fixed Assets & Durable Goods Inventories, 16. DIE – Audits, 17. DIH – Fraud**
493 **Prevention and Fiscal Management, 18. DJB – Purchasing Procedures, 19. DJE – Bidding**
494 **Requirements, 20. DJF – Local Purchasing, 21. DJGA – Sales Calls and Demonstrations,**
495 **22. DK – Payment Procedures: Board Review and Signing of Manifests, 23. DKA – Payroll**
496 **Procedures, 24. DKC – Expense Reimbursements, 25. DLB – Salary Deduction – Tax**
497 **Sheltered Annuity, 26. DM – Cash in School Buildings, 27. DN – School District Properties**
498 **Disposal, 28. EEAA – Video Surveillance on School Property and, 29. JICG – Tobacco**
499 **Products Ban and suspend the second reading. Ms. Amy Facey seconded the Motion. The**
500 **vote was unanimous, Motion passed.**

501 XIII FUTURE MEETING AGENDA ITEMS

502 Mr. Manning commented that the future agenda items are in the Board's Google docs.

503 XIV. REVIEW OF MEETING/ADJOURN

504 **Mr. Pim Grondstra motioned to adjourn the meeting at 10:00 pm. Ms. Amy Facey**
505 **seconded the Motion. The vote was unanimous, Motion passed.**