

1 Souhegan Cooperative School Board

2 Thursday, September 7, 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, Kathy White-Director of Guidance SHS and Dick Miller- Director of Athletics.

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

10 Minute Taker: Danae Marotta

11 Public: Jeanne Ludt- Amherst NH, Marie Grella- Amherst NH, Tom Quinn- Milford Rotary,  
12 Melody Chen- Community Council Moderator, Mitchell Jacobs- Community Council Liaison  
13 and, Mary Lou Mullens- 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 II. PLEDGE OF ALLIEGENCE AND MOMENT OF SILENCE

17 III. ANNOUNCEMENTS

18 Mr. Manning then introduced Superintendent Mr. Peter Warburton.

19 Superintendent Warburton introduced Ms. Marie Grella and added that she has a presentation for  
20 the Board.

21 A. Principal's Report

22 Principal Scully welcomed everyone back for the exciting new school year. He then added  
23 thanks to the Buildings and Grounds Department for preparing/repairing facilities and fields for  
24 the new school year. He added that main projects included a complete deep clean of the  
25 buildings and new program for field maintenance.

26 He then thanked those with school operations, Rhonda, Veronica, Marie, Sally, and Pam with a  
27 special thanks to Maren-Shirley for efforts above and beyond.

28 He added that if there are specific questions to email him personally.

29 He further discussed that the new Principal's Report format and focus will shift this year to  
30 concentrate on providing updates on program review and developmental projects. All of our  
31 work will extend from the overarching goals of the SAU39 Strategic Plan; and, more directly and  
32 intentionally, from our building level goals. The two primary areas under which we will examine  
33 our work are Curriculum and Instruction.

34 He added at our August SAU39 Administrator Retreat, all building level leadership was asked to  
35 re-invest, re-examine, and-when appropriate, re-imagine their current goals relative to the revised  
36 SAU39 Strategic Plan. The training and tools supplied at this workshop provide SHS with a  
37 method to more clearly articulate goals and outcomes.

38 He then discussed the statement “Our schools are not at an achieved state. They can’t possibly be  
39 at an achieved state in this rapidly changing world”.

40 He then reviewed the Strategic Plan 2.0 with the District, School, Department and Individual  
41 circles.

42 He discussed that student success is at the center.

43 He reviewed the student experience with Curriculum and Instruction.

44 He explained Designing for Change in Schools: A Model for Goal Setting and Designing  
45 Change. He added that they want their students without limits.

46 He reviewed the Headings of Aspiration, School Goals and Increased Extended Learning  
47 Opportunities STEAM.

48 He discussed the process of the Strategic Plan, Extended Learning Opportunities, Curriculum,  
49 Designing Change, Improvement Tool, and the Re-Imagined Student Experience

50 He then discussed the draft of Project Ascent Driver Diagram: Improvement Tool. He added that  
51 he is encouraging people to come up ideas. He then discussed the Primary Driver and Secondary  
52 Driver.

53 He then noted what a sample Course Overview would look like.

54 Mr. Purvis asked about CBE, page 3 under Curriculum Instruction, and if students will have an  
55 advantage or disadvantage in terms of competing for select colleges.

56 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, discussed that  
57 Karen Chininis, has been working on it and competency based report cards show more than  
58 traditional report cards.

59 Mr. Purvis asked, so it won’t be a disadvantage.

60 Ms. Landwehrle replied, no.

61 Principal Scully then discussed that industry and higher education are looking for more  
62 information.

63 Mr. Purvis asked about extended learning possibilities and he is looking for more examples.

64 Mr. Scully replied that there can be extended study, job shadowing, and that they are at the  
65 beginning of some really extensive work. He added that over the next couple of years there will  
66 be a lot more.

67 Mr. Manning noted that the SAU meeting they will have more time to discuss. He added that  
68 they can get a deeper dive into it at the end of the month.

69 He then asked the board if they had further questions.

70 Ms. Facey asked if they had anything mapped out in terms of year-long goals.

71 Principal Scully replied, yes. He added that they had it before and are now using the new  
72 templates.

73 The Board thanked Principal Scully and Ms. Landwehrle.

74 B. Community Council Report

75 Ms. Melody Chen, Community Council Moderator, and Mr. Mitchell Jacobs, Liaison from  
76 Community Council then approached the podium.

77 Ms. Chen discussed that this summer they formed a committee for safety measures. Their  
78 mission was to assess security at Souhegan in 2017 in order to identify areas for improvement, if  
79 any, and to review possible measures that could correct any deficiencies.

80 She added that this was not shared as a full council and it is not a formal recommendation  
81 however, it is coming in the future.

82 She discussed that they first developed a set of questions that they felt needed to be answered:

- 83 • *Do students and staff feel safe? If not, what is making them feel unsafe?*
- 84 • *What security problems are we trying to solve with the addition of interior and exterior*  
85 *cameras?*
- 86 • *What kind of impact could the addition of interior cameras have on the school's culture?*
- 87 • *How will we communicate possible changes to students, staff, parents, and community?*
- 88 • *How will feedback be obtained from the stakeholders?*
- 89 • *What measures to improve security should we be considering?*

90 Mr. Jacobs then discussed the items that are being considered that have budgetary impact:

- 91 1. Buzz-in system for Visitors (with improved directional signage)
- 92 2. A limited number of exterior surveillance cameras on entrance doors
- 93 3. Better storage for backpacks (bigger lockers) and improved student utilization
- 94 4. Installing windows in the SRO's office to improve visibility
- 95 5. Better lighting in parking lots (a priority)
- 96 6. Install 3M Security film on entrance door windows and other vulnerable areas
- 97 7. Audible door alarms to keep doors from being propped open (start with signage – see  
98 #12 below)
- 99 8. Improved protection of Welcome Center
- 100 9. Add manual door locks to interconnecting classroom doors
- 101 10. Consider security of rooms with folding walls. Are there updates that can be made to  
102 those walls?

103  
104 Ms. Chen then discussed items being considered that do ***NOT*** have budgetary impact:

- 105 1. A request that the board develop a policy around vaping or incorporate it into the  
106 tobacco policy.

- 107 2. Re-educate community on our Video Surveillance Policy  
 108 3. Utilize advisory to increase awareness about bullying, vaping, drugs/alcohol, keeping  
 109 valuables safe, etc. (concrete curriculum, resources and accountability)  
 110 4. Improving visibility in hallways of SRO and other designated adults during class change  
 111 times and during lunch time  
 112 5. Consider an Anti-bullying/Inclusivity campaign such as "Start with Hello" coordinated  
 113 between Community Council and Advisory (Empower community to keep eyes and ears  
 114 open and provide information on how to report any situations of concern)  
 115 6. Make students and staff aware of an Anonymous Tip Line (if we have one)  
 116 7. Refocus the Souhegan community on the Souhegan Six  
 117 8. Evaluate and identify areas of improvement for lockdown drills based on feedback from  
 118 students and staff (develop a small committee of staff and students to work with SRO)  
 119 9. Limit access to chemical labs, hatch roof and maintenance areas  
 120 10. Remind staff and faculty to maintain clear visibility into classrooms unless there is a  
 121 lockdown (make sure all classroom doors are equipped with a shade that can be used during a  
 122 lockdown)  
 123 11. Exit doors marked with signs that say *"these doors should remain closed during school*  
 124 *hours"*

125  
 126 Ms. Chen added that these are not final and if brought to the Council they would have more  
 127 ideas.

128 Mr. Jacobs then discussed although they feel they have made significant progress in reviewing  
 129 Souhegan's security/safety needs, they feel that they will need additional time this school year to  
 130 thoroughly investigate the following:

- 131 1) The results of a security survey to be given to all students and staff  
 132 2) The use of exterior and/or interior surveillance cameras on the campus a. identify the areas  
 133 within the building that might be appropriate for interior surveillance cameras --- common areas  
 134 (info. center, gym, cafeteria, restricted areas, pit areas, entrances, etc) b. identify the type of  
 135 cameras c. identify the number of cameras (adhering to the current policy)  
 136 3) The use of a card swipe system for students and staff to enable the doors between the main  
 137 building and annex to be locked during the school day  
 138 4) Other improved security technology that has been developed since the last review

139 Ms. Chen discussed their proposed timeline:

- 140  Sept 7 - Update on Committee progress to School Board – request extension  
 141  Sept 18 – 22 – Survey staff and students  
 142  Sept 25 and Oct 2 – Community Council meetings of Staff, freshmen and At-Large reps are  
 143 elected in the fall. The full Council will meet for the first time on Sept 25. This will be our first  
 144 opportunity to present the committee's work to Council for discussion.
- 145 • Presentation by CC Security Review Committee
  - 146 • Presentation of Recommendations in two tiered fashion

- 147 • Presentation by SRO's to Community Council (?)

148 She added that Council will need more time for discussion and time for student and staff forums  
149 and possible opportunities for community forums.

150  Oct 5 – Present 1st tier recommendations to School Board – request extension

151  Oct 16 – Hopefully no need for this special Board meeting

152  End of November – complete further research and forums and report to School Board  
153

154 Ms. Facey asked what they would be discussing on October 5<sup>th</sup>.

155 Ms. Chen replied that the goal is to get through the non-budget items first. She added that it  
156 would be good to get input.

157 Mr. Grondstra noted his concern with timing in regards to the budget. He added that they are in  
158 the middle of the budget season.

159 Business Administrator, Mr. Adam Steel replied, it would be for the next fiscal year.

160 Ms. Chen noted that it would be tight without the time extension and difficult for a full  
161 consensus on the issues and buy in.

162 Mr. Grondstra noted that he understands.

163 Mr. Coughlan noted that they are governed by state law and that it is not enough time. He added  
164 that the Board gave them time in the spring.

165 Mr. Purvis then read an excerpt from the October 7<sup>th</sup> 2016 Minutes. He added that he is looking  
166 from input from the public, and parents. He noted that his concern has shifted and that they need  
167 to make a decision.

168 Ms. Facey noted that with Mr. Purvis's comments that it sounds like the Board did not do their  
169 job with getting community input. She added that the CC Committee has only had the summer to  
170 work on it and it is unfair to ask them to have a proposal. She added that they owe CC time to  
171 look into the camera proposal further. She remarked that they did a great job so far. There are 10  
172 very thoughtful and non-budgetary items to be discussed. She then agreed that they do need to go  
173 out to the community. She noted that it is not CC's job but the Board's job to go out the  
174 community.

175 Mr. Chen commented that they felt like there was some progress and that they did try to get  
176 some action on this topic. He added that they did ask questions and did follow up on it.

177 Mr. Manning commented that they need to ground themselves on where they are. He added that  
178 they have engagement and thanked the students. He added that there are some practical matters  
179 before the Board that they need to focus on. He then noted that they have some options, request  
180 CC to accelerate the timeline to appropriate review this and put something in the budget for next  
181 year, and two, say that they won't be able to get this in for next year and go out to the  
182 community to ask for input.

183 He added that there might be a third option.

184 Mr. Steel discussed the possibility of setting aside funds in the budget or as a Warrant Article for  
185 security related concerns. He then suggested that the Board set an amount, noting that it could be  
186 lowered at the Deliberative Session.

187 Mr. Chen asked if they have time to have a public hearing on October 16<sup>th</sup>.

188 Superintendent Warburton replied, yes.

189 Mr. Steel added that they do not have to give the public a specific time other than common sense.

190 Mr. Chen suggested to use the 16<sup>th</sup> for a Public Hearing.

191 Ms. Facey suggested looking at tier one and tier two potentially.

192 Ms. Chen introduced Ms. Mary Lou Mullens.

193 Ms. Mullens noted that they all need to be on the same page. She added that there was hardly no  
194 meeting time to discuss this due to them getting this so late. She noted that the Board had asked  
195 them for thoughtful recommendations on security. She then added that 90 cameras would only  
196 cover 30% of the school and would people just find the 70% that is not covered and still engage  
197 in theft.

198 She added that they have 10 years of data from the APD. How can they maximize the safety of  
199 the school and minimize the risk taking behaviors. If the Board has information that they are not  
200 aware of they need all the information to complete the task.

201 The Board thanked Ms. Mullens for her comments.

202 Mr. Manning asked was Officer Smith part of the discussion and was his input included in this  
203 proposal.

204 Ms. Mullens replied, yes.

205 Mr. Manning noted that this question is based on that discussion back in June was to vote yes or  
206 no on cameras on October 16<sup>th</sup>.

207 Mr. Manning asked SRO Smith, in light of the presentation that you gave in June are you in  
208 support of these recommendations coming from CC.

209 SRO Smith replied, yes, he is in support of a camera system as a part of that package and there is  
210 a whole host of other security measures that can be taken.

211 Mr. Chen suggested Oct 16<sup>th</sup> as a Public Hearing with an open forum with lots of data coming in.

212 SRO Smith added that it should be a complete package and these are all great ideas.

213 Mr. Manning then suggested that the Board make a motion for one of the three options, vote on  
214 16<sup>th</sup> yes or no, truncate the timeline so that they can accommodate getting it to the budget for  
215 18/19 or to go with this timeline and with the recommendations of CC and build something into  
216 the budget at a high end that can be lowered at the Deliberative Session.

217 **Ms. Amy Facey motioned that the Board is going to accept the recommendation in the time**  
 218 **line of Community Council's Security Proposal and to cost out the Tier one and Tier two**  
 219 **budget items to include in the 2018-2019 budget and they will hold a Public Hearing to get**  
 220 **community input on October 16<sup>th</sup> 2017. Mr. Steve Coughlan seconded the Motion. 5 in**  
 221 **favor, Motion passed. Mr. David Chen abstained**

222 Mr. Purvis suggested a public forum as well for parent and community input.

223 Mr. Chen asked if the CC timeline can be added.

224 Mr. Manning noted that it can go in the minutes.

225 Ms. Facey then asked if the data from faculty and students will be available in time for the 16<sup>th</sup>.

226 Ms. Chen replied yes.

227 Mr. Manning then asked the Board and Community Council if they could work together to reach  
 228 out to parents and community members as part of a survey.

229 Mr. Steel then noted that he would find an amount for the budget as an item or Warrant Article  
 230 for the tier one and tier two items plus cameras. So the Board could evaluate it as a package and  
 231 scale it down if needed.

232 Mr. Chen asked if there can be a survey for the community.

233 Superintendent Warburton replied, yes, it will be from him, through Survey Monkey.

234 Mr. Purvis asked for the incident data.

235 Mr. Chen asked about the trend of incident reports.

236 Mr. Smith discussed the numbers he then noted that he could share this information with the  
 237 Board.

238 Mr. Warburton added that he will get together a short 3 or 4 question survey and then send it to  
 239 the Board for their thoughts and approval.

240 The Board thanked Community Council, Ms. Chen, Mr. Jacobs, Ms. Mullens and SRO Smith.

241 1. Security Committee Update

242

243

244

245 2. Community Representatives – 2017-2018

246 Mr. Manning discussed that there are 5 Community Council community members that are  
 247 nominated by this Board on an annual basis. He added that it is a Board responsibility to solicit  
 248 for members and that they have not done that in several years. He added that none have been  
 249 approved by the Board for this year, except for Ms. Mary Lou for last year.

250 Ms. Facey noted that there is no MV reps right now and that two would be great, at least one.

251 Mr. Manning noted that 5 members that are currently engaged, 4 minus the MV member, they  
252 could have a motion to approve the existing reps for the rest of the year, or the Board do their  
253 due diligence and solicit people for approval for the next Souhegan meeting.

254 Superintendent Warburton noted that they can make it enough time.

255 Mr. Manning noted that he would like to open it up to the Board for discussion.

256 Mr. Coughlan discussed that in the past they have advertised to find willing participants.

257 Mr. Chen asked about the Moderator nominating the CC people. He added that he wants to know  
258 the rules.

259 Mr., Purvis commented that they should adhere to the process and make it known to the  
260 community that there is an opportunity to join Community Council.

261 **Mr. Dwayne Purvis motioned to follow the process in the Community Council Bylaws and**  
262 **go out to the community and find 5 At-Large Members that the Board appoints for**  
263 **Community Council in both Amherst and Mont Vernon. Mr. David Chen seconded. The**  
264 **vote was unanimous, Motion passed.**

265 Mr. Warburton asked the Board if he should ask the current Community Council members to  
266 remain on the committee until they find new or remaining members, it will be at the next Board  
267 meeting.

268 Mr. Grondstra suggested that all interested parties be interviewed. He added that the current  
269 members might want to remain on Community Council.

270 Ms. Facey added that they have a process for correcting this and to get this done prior to next  
271 year.

272 Mr. Chen asked about an operating schedule.

273 Mr. Manning remarked that it was a good question.

274 Mr. Purvis commented that that these terms are only till the end of the year, and that it needs to  
275 be understood.

276 C. Committee Reports

277 IV. PUBLIC COMMENT

278 A. Ms. Marie Grella of Amherst NH, noted that she has a packet for each of the Board Members.

279 She added that she does not expect an answer tonight. She then thanked Mr. Tom Quinn, of the  
280 Milford Rotary for sponsoring her.

281 She then discussed that the moving Vietnam Wall is coming to Amherst. She added that she is  
282 looking for support to have it on Souhegan grounds during July 19<sup>th</sup> to the 23<sup>rd</sup> 2017, and it is a  
283 replica of one in Washington D.C.



284 She added that it would be a tribute to the town of Amherst and that many veterans will come  
285 and visit. She noted that in the time that it was at UNH there were over 9,000 visitors.

286 She then discussed that it will be during the summer and as such, school will not be in session.  
287 The property will be guarded. It will be open 24/7 and it is a safe site. She added that it would be  
288 perfect on the front lawn. She then added that the lighting and protection from irrigation will be  
289 her concern.

290 Ms. Facey asked about traffic.

291 Ms. Grella noted that she has thought about that and it is in the packet.

292 She added that she has had to do a lot of fundraising to make this happen. She is looking for  
293 approval to have it at Souhegan HS.

294 Mr. Coughlan asked if there was enough parking.

295 Ms. Grella replied, yes, not everyone will be here at once.

296 Mr. Grondstra asked if there was any expense to the school or town.

297 Ms. Grella replied, no.

298 Mr. Quinn discussed that this is not a festival and that people would not stay for long periods of  
299 time only for viewing.

300 Ms. Grella discussed that sometimes people leave mementos and that she has to box it up and  
301 take care of them.

302 Ms. Facey asked about bathrooms.

303 Ms. Grella replied that she has taken care of that as well.

304 She added that she is looking for an approval ASAP.

305 Mr. Coughlan asked if there was any conflict with the date in terms of activities.

306 Principal Scully noted that his only concern would be enough parking.

307 **Ms. Amy Facey motioned to have the Milford Rotary and Marie Grella bring the moving**  
308 **Vietnam Wall to Souhegan HS for the dates of July 19<sup>th</sup> through July 23<sup>rd</sup> 2017. Mr. David**  
309 **Chen seconded the Motion. The vote was unanimous. Motion passed.**

310 Superintendent Mr. Peter Warburton added that it is a privilege to house it for four days.

311 Mr. Manning also gave his support.

312 The Board thanked Ms. Grella and Mr. Quinn.

313 V. CONSENT AGENDA

314 A. Minutes

315 1. June 1, 2017

316 2. June 13, 2017

317 B. Treasurer's report

318 1. April 2017

319 2. May 2017

320 3. June 2017

321 4. July 2017

322 5. Annual Recap

323 C. Unanticipated Revenue

324 1. \$1,500.00 donation from FIRST to support SHS FIRST Robotics  
325 Team. (Student Activity Fund)

326 2. \$4,857.00 donation from NH Charitable Foundation to support the  
327 Saber Startup program. (Special Reserve Fund)

328 3. \$500.00 donation from Jim Manning to support the Athletic Turf  
329 Field. (Capital Projects Fund)

330 D. Indoor Air Quality and Radon Testing Report

331 E. SCSD Quarterly Facilities Update

332 F. DOE/MS25

333 **Mr. Dwayne Purvis motioned to pull the June 1<sup>st</sup> 2017 Minutes. Mr. Steve Coughlan**  
334 **seconded the Motion. The vote was unanimous, Motion passed.**

335 **Mr. Purvis, Mr. Chen and Mr. Coughlan noted the following changes:**

336

337 Mr. Purvis commented on line 394.

338 *From: "Mr. Purvis commented that he is all for the process and was dismayed by comments that*  
339 *he has heard from some Community Council students."*

340 *Changed to: "Mr. Purvis commented that he is all for the process and was disturbed by*  
341 *comments that he has heard from some Community Council adult members."*

342 Mr. Steve Coughlan noted the change in line 193.

343 *From: "Mr. Steve Coughlan noted that the Policy Committee is working on the deed policies"*

344 *Changed to: "Mr. Steve Coughlan noted that the Policy Committee is working on the "D"*  
345 *policies".*

346 Mr. Chen noted the added word in line 125- "there"

347 *Mr. Purvis noted that before they entered into Non-Public Session that Mr. Manning commented*  
 348 *that the Board needed to commit to a day to vote on the camera security camera proposal by the*  
 349 *SRO on Oct 16<sup>th</sup> 2017.*

350 *Mr. Purvis added that it was a special meeting.*

351 **Mr. Steve Coughlan motioned to accept the Consent Agenda items A. Minutes, 1. June 1st,**  
 352 **2017 as amended, 2. June 13th, 2017, B. Treasurer's report, 1. April 2017, 2. May 2017, 3.**  
 353 **June 2017, 4. July 2017, 5. Annual Recap, C. Unanticipated Revenue, 1. \$1,500.00 donation**  
 354 **from FIRST to support SHS FIRST Robotics Team. (Student Activity Fund), 2. \$4,857.00**  
 355 **donation from NH Charitable Foundation to support the Saber Startup program. (Special**  
 356 **Reserve Fund), 3. \$500.00 donation from Jim Manning to support the Athletic Turf Field.**  
 357 **(Capital Projects Fund), D. Indoor Air Quality and Radon Testing Report, E. SCSD**  
 358 **Quarterly Facilities Update and F. DOE/MS25. Ms. Amy Facey seconded the Motion. The**  
 359 **vote was unanimous. Motion passed.**

## 360 VI. PRESENTATIONS/REPORTS

### 361 A. Souhegan High School Master Schedule

362 Principal Scully noted that he wanted to do a few slides on the Master Schedule and Goals.

363 Mr. Manning noted that there had been questions that were forwarded to him and that they will  
 364 more than likely be answered in this presentation as he has already met with Principal Scully.

365 Principal Scully agreed.

366 Mr. Scully then discussed the Timetable Considerations and that it is a deliberate progression of  
 367 things.

368 He then went over the months of the year and what actions need to be taken during each time  
 369 period.

370 He then reviewed the Course Enrollment.

371 He then explained the course enrollments in Excel. He reviewed the Intervention, AP, World  
 372 Language, and STEM.

373 He added that they will monitor the trend and that they want to offer AP to benefit the students.

374 He added that trimester singles are tricky.

375 Ms. Landwehrle remarked that the matrix doesn't allow dividing 30 students into two classes of  
 376 15.

377 Principal Scully further discussed the Electives column and gave an example of a world  
 378 language class that was trending but did not grow. He described how trends grow and do not  
 379 grow with the related reasons.

380 He then showed the Board a picture of what it looks like.

381 He then discussed his Excel Spreadsheet. He added that he highlighted the under 15 in each  
382 class. He noted that it is color coded.

383 He added that every black highlight is a class over 22, there are 100 of them. He added that as  
384 much as they have under 15 in a class, they have a lot in over 22 per class. He remarked that the  
385 annex classrooms are kind of small.

386 Mr. Chen asked about the black boxes and if it is Division 1 or 2.

387 He then asked about the teams.

388 Mr. Scully discussed that they have 45 new students in the building.

389 Discussion ensued over enrollment numbers.

390 Mr. Chen noted that they are trying to figure out what 2019 would be like. He noted that he was  
391 using 788. The incoming senior class, 2019, will be 48 down. He noted that because of that,  
392 across the board that's a big chunk of AP classes down.

393 Principal Scully noted that his hope is they would regain the numbers they said they were going  
394 to lose.

395 Mr. Warburton remarked that they had budgeted for less and they have been getting more in  
396 C/W, AMS and MVVS.

397 Principal Scully added that they have to be careful and adjust to staff due to contractual  
398 obligations.

399 Mr. Chen remarked that they have 3 AP Chemistry classes, on the edge of enrollment, and they  
400 could go down one section and still be ok.

401 Ms. Facey asked about how different this schedule would look for enrollment if they went from  
402 trimesters to semesters. She added that she is seeing a lot of small numbers in the trimesters.

403 Mr. Scully noted that they have been looking at that and other variables.

404 Mr. Purvis noted that this does not align with the budget. He added that this projected deficit is  
405 still a big number and how can we pull this whole process in.

406 Mr. Scully noted that they do trust their projections a lot and that the Board could talk about it  
407 more. He added that they have done research on this topic.

408 Mr. Manning clarified Mr. Purvis's question in relating it to the budget.

409 Mr. Manning asked the Board for their thoughts.

410 Mr. Chen suggested Principal Scully come up with different scenarios. He added that to come  
411 up with alternatives for the planning period would be helpful. He remarked that he would be  
412 willing to help out.

413 Discussion ensued.

414 Mr. Scully noted that when they do their projections that they look at what each grade  
415 enrollment looks like.

416 Mr. Chen asked about the support functions are and what they do.

417 Principal Scully asked Mr. Chen to send Mr. Manning an email and he will be sure to answer it.

418 Mr. Chen noted his concern for dual support roles here.

419 Mr. Scully discussed that he can give him the title and what happens.

420 Mr. Chen asked what happens to classes where there are zero students.

421 Mr. Manning noted that he appreciates Principal Scully's work and that they have had a great  
422 conversation.

## 423 VII. INFORMATIONAL

### 424 A. Board Meetings at Mont Vernon Village School: October 5th & March 8th

425 Superintendent Warburton noted that Souhegan Board Meetings will be held at the MVVS on  
426 October 5<sup>th</sup> and March 8<sup>th</sup>.

427 He added that he will advertise it so that MV residents are aware.

### 428 B. Creation of Google Doc for future Board items

429 Mr. Manning discussed that he is creating a Google Doc space for the Board and that they would  
430 put information for future agenda items or questions.

431 Mr. Chen suggested that they put it in the agenda packet every month.

432 Mr. Warburton replied, yes, absolutely.

## 433 VIII. DISCUSSION

### 434 A. June 13th Retreat Goal Setting

435 Vice-Chair Mr. Manning noted that this is tabled for a later time

### 436 B. SCSB Meeting on 11/2/17- SHS Parent Conference Night

437 Superintendent Warburton mentioned that there is Parent Meetings on 11/2/17 and the Board  
438 might want to consider changing the Board Meeting.

439 The Board decided that the changed date is now Wednesday, November 1<sup>st</sup>.

### 440 C. Budget Study

441 Mr. Manning thought Mr. Purvis had asked a comment about it.

442 Mr. Warburton noted that they haven't met in a while. He added that some of the topics that they  
443 used to talk about can be talked about in front of the whole Board.

444 Mr. Coughlan added that it is still valid and in the future possibly change it.

445 Mr. Warburton noted that he has a document from a previous employee and they can use it as a  
446 discussion item for next time.

447 Mr. Chen remarked that he is not prepared to cancel it.

448 Mr. Manning asked about the difference between this and the Advisory Finance Committee.

449 Discussion ensued.

450 Mr. Warburton noted that they have a meeting set up, let them hold the meeting and then discuss  
451 further.

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

453 A. Personnel

454 X. ACTION ITEMS

455 A. Professional nominations

456 B. Co-op Hockey Contract

457 Mr. Dick Miller, Director of Athletics, noted that they are entering into a new classification cycle  
458 with the NHIAA.

459 In October, the NHIAA will start reclassifying for the next two years. He is looking for Board  
460 approval. He noted that they had 15 players at the end of the season and Nashua N. had 5  
461 players. This past year they had 24, the year before they had 21. The numbers have started going  
462 up and the opportunity has been great for the students. He is looking for approval for the  
463 cooperative agreement with Nashua North for the next two years.

464 Mr. Grondstra asked about the numbers.

465 Mr. Miller discussed that he has talked with parents and that there is interest.

466 Mr. Chen asked what if we do not have a program here and what the cost is per student in  
467 relation to other sports.

468 Mr. Miller replied that there are junior programs around here and they are very expensive. He  
469 then discussed the costs related to the sport. He added that there are some kids that do benefit  
470 from the junior programs but they are very expensive.

471 He then noted the benefits of the program.

472 **Mr. Pim Grondstra motioned to maintain the co-op hockey agreement with Nashua North**  
473 **HS for two years. Ms. Amy Facey seconded the motion. The vote was 4-1, Motion passed.**  
474 **Mr. David Chen opposed.**

475 **Mr. Pim Grondstra motioned to enter into Non-Public Session RSA 91-A: 3 II. (a) (b) (c)**  
476 **(d) (e) (f) (g) (h) (i) at 9:08PM. Mr. David Chen seconded the Motion.**

477 **Mr. Manning called a Roll Call: Coughlan-Yes, Grondstra-Yes, Manning-Yes, Facey-Yes**  
478 **and Chen-Yes.**

479 **Jim Manning called the meeting to order at 9:08pm.**

480 Minutes Recorder: Pim Grondstra

481 Other people present: Peter Warburton, Superintendent

482 **Discussion:** Personnel Matter

483 **Motion to exit non-public session made by Steve Coughlan, seconded by Pim Grondstra.**

484 **Roll Call: Coughlan-Yes, Grondstra-Yes, Manning-Yes, Facey-Yes and Chen-Yes.**

485 **In public session. Amy Facey motioned to accept the professional nominations as presented**  
486 **by Superintendent Peter Warburton, seconded by Dave Chen. Vote was 5-0-0 in favor of**  
487 **motion.**

488 XI. FUTURE MEETING AGENDA ITEMS

489 - Survey of parents for security proposal

490 - October board meeting to be held in Mont Vernon

491 - An ad for Community Council reps to be placed by Peter Warburton

492 - Update of 1-to-1 computer laptop program for November board meeting

493 - Understanding of how the Program of Studies dovetails into the Strategic Plan

494 - Update on assessments / competency based education for upcoming board meeting

495 XII. REVIEW OF MEETING/ADJOURNMENT

496 **10:38 P.M. Amy Facey motioned to adjourn the meeting. Seconded by Dave Chen. Motion**  
497 **passed unanimously (5-0-0).**