

1 Amherst School Board
2 Thursday, June 16th 2016
3 Meeting Minutes
4

5 Attendees:

6 Administrative Team: Peter Warburton- Superintendent, Betty Shankel – Business
7 Administrator, Gerry St. Amand- Principal Clark/Wilkins School, Porter Dodge-Principal AMS,
8 and Christine Landwehrle- Director of Curriculum & Professional Development.

9 Amherst School Board: Chair- Amy Facey- Vice Chair- Jim Manning, Paul Prescott- Secretary,
10 Galen Tremblay, and Elizabeth Kuzsma.

11 Minute Taker: Danae Marotta

12 Public: Craig Fraley- Amherst Recreation Department Director.
13

14 I. CALL TO ORDER – Chair Amy Facey
15

16 **Chair Ms. Amy Facey called the Meeting to Order at 6:17 PM.**
17

18 II. ANNOUNCEMENTS
19

20 A. Principals' reports
21

22 Ms. Facey asked if the Board had any questions for Principal Dodge.
23

24 She noted that she took a tour of the campus and was impressed with the new gym floor and the
25 Maker Space.
26

27 Mr. Dodge thanked Ms. Facey and then invited the Board Members to tour the school anytime.
28

29 Superintendent Warburton noted that the new gym floor at AMS has been installed and there is
30 an unidentified substance on the floor. He added that he wanted maintenance to take a look at it
31 and wanted the Board to be aware of the situation.
32

33 Mr. Dodge noted that the Maker Space movement is very popular right now.
34

35 Mr. Jim Manning asked Mr. Dodge if they were accepting donations of basic tools in the
36 Innovation Lab.
37

38 Mr. Dodge discussed that some things have been donated and added that some of the
39 Unanticipated Revenue (in the Consent Agenda) is going towards the Maker Space.
40

41 He added they have some tools, but they will gladly take donations as tools get lost so easily.
42

43 He noted that they have the right to refuse donations if tools are damaged or broken.

44

45 Ms. Facey congratulated the girls Softball team for a great season.

46

47 She then asked Mr. St. Amand to update the Board on full-day K.

48

49 Mr. St. Amand discussed that the full-day K presentation was well attended and that he got to
50 present to two groups of parents and they are now up to 109 kids. He added that they are on the
51 right track with full day K.

52

53 He added that the end of the year went very smoothly and they are off to the great start to the
54 summer. He added that he will keep the Board updated with Kindergarten enrollment.

55

56 He then added that he is excited about the new school year.

57

58 Ms. Kuzsma suggested that the talent show be videotaped.

59

60 Principal St. Amand added that it should be videotaped.

61

62 He then noted that Fun Day (6/ 13/ 16) at the Clark School went well and the staff did a beautiful
63 job.

64

65 He discussed that the closing date for Ms. Meg Trainor's position is May 20th and he added that
66 he believes that they have strong candidates for the position of Assistant Principal.

67

68 Ms. Kuzsma asked Principal St. Amand how much enrollment he is expecting for summer
69 kindergarten.

70

71 Mr. St. Amand replied, about 10. He added that the families that did not attend the presentation
72 let them know they were not going to be there. He noted that there will be approximately 18 per
73 class, not go above 20.

74

75 He added that the full time teachers are happy about having a paraprofessional in their
76 classrooms.

77

78 B. Committee reports

79

80 Mr. Jim Manning discussed that the Advance Committee met and they are happy with the
81 implementation of full-day K. He then discussed prioritizing STEM after full-day K. He added
82 that they have a target date for Sept 17th but he is not quite sure if that is possible.

83

84 He then added that the initiative after STEM is the implementation of world languages. He then
85 added that the discussion went to starting with pre-K to grade 4. He then discussed selecting a
86 single language for learning and if it was Spanish then they would need Spanish speaking
87 teachers.

88

89 He added it was a productive discussion.

90

91 Ms. Facey then discussed that the Streamline Committee met and that the application for the
92 public (three qualified voters, one being a School Board Member) to serve on the
93 Cooperative School District Planning Committee is tomorrow, Friday June 17th. She added that
94 when the Committees are formed (Amherst and Mont Vernon) then that process will move
95 forward.

96

97 Superintendent Warburton added that the law requires a Board Member to be on the
98 Cooperative School District Planning Committee. He added that they are in need of a Board
99 Member.

100

101 Mr. Warburton noted that it was not on the Agenda and suggested a discussion of the topic.

102

103 Ms. Facey noted that she has been on the Streamline Committee and would be happy to do it.

104

105 **Mr. Jim Manning made a Motion to nominate Ms. Amy Facey to serve on the Cooperative**
106 **School District Planning Committee that was approved in March 2016 to explore District**
107 **Consolidation. Ms. Galen Tremblay seconded the Motion. The vote was unanimous.**
108 **Motion passed.**

109

110 III. PUBLIC COMMENT

111

112 No Public Comment

113

114 IV. CONSENT AGENDA

115

116 A. Minutes

117 1. May 19, 2016

118 B. Unanticipated General Fund Revenue

119 1. \$1375.37–AJWC–AMS for tool box/tools for Innovation & Design Lab

120

C. Unanticipated Revenue for Student Activities

121

1. \$81.41- Toadstool Bookshop

122

2. \$200.00 – Westat - for student activities at Principal’s discretion

123

3. \$100.00 -Teaching Partners to be used at AMS Principal’s discretion

124

4. \$100.00 - Target Take Charge of Education - AMS

125

5. \$131.96 – Target Take Charge of Education -Wilkins

126

6. \$60.22 – Target Take Charge of Education – AMS

127

7. \$1,611.35 for Clark School - AJWC

128

8. \$1,239.65 for Wilkins School (Gr 1) - AJWC

129

9. \$1,728.65 for Wilkins School (Gr 2) - AJWC

130

10. \$967.23 for Wilkins School (Gr 3) - AJWC

131

11. \$2,429.92 for Wilkins School (Gr 4) - AJWC

132

12. \$81.21 – Target Take Charge of Education - Clark School

133

13. \$145.00 - Kona Ice of NH-for 6th grade environmental school

134 D. Audit Engagement letter

135 E. Retirement letter

136

137 **Ms. Elizabeth Kuzsma made a Motion to accept the Consent Agenda items A. Minutes 1.**
 138 **May 19, 2016, B. Unanticipated General Fund Revenue, 1. \$1375.37–AJWC–AMS for tool**
 139 **box/tools for Innovation & Design Lab, C. Unanticipated Revenue for Student Activities 1.**
 140 **\$81.41- Toadstool Bookshop, 2. \$200.00 – Westat - for student activities at Principal’s**
 141 **discretion, 3. \$100.00 -Teaching Partners to be used at AMS Principal’s discretion, 4.**
 142 **\$100.00 - Target Take Charge of Education – AMS, 5. \$131.96 – Target Take Charge of**
 143 **Education –Wilkins, 6. \$60.22 – Target Take Charge of Education – AMS, 7. \$1,611.35 for**
 144 **Clark School – AJWC, 8. \$1,239.65 for Wilkins School (Gr 1) – AJWC, 9. \$1,728.65 for**
 145 **Wilkins School (Gr 2) – AJWC, 10. \$967.23 for Wilkins School (Gr 3) – AJWC, 11.**
 146 **\$2,429.92 for Wilkins School (Gr 4) – AJWC, 12. \$81.21 – Target Take Charge of**
 147 **Education - Clark School, 13. \$145.00 - Kona Ice of NH-for 6th grade environmental**
 148 **school, D. Audit Engagement letter and E. Retirement letter. Mr. Paul Prescott seconded**
 149 **the Motion. The vote was unanimous, Motion passed.**

150

151 V. PRESENTATIONS/REPORTS

152

153 A. Amherst Recreation presentation

154

155 Ms. Facey noted that Mr. Craig Fraley, Amherst Recreation Department Director, will be giving
 156 an update to the 11 Baboosic Lake Road Property.

157

158 He added that the Barn has a brand new door and looks much better.

159

160 He then discussed that they are thinking of a name for the park, and that Mr. Andrew Rowe
 161 suggested a naming contest. He added that the Board has the final say in the name. He noted that
 162 he is asking permission for a naming contest and added that it is good PR.

163

164 He then discussed that the Upper Wilkins fence is in disrepair. He added that he first thought to
 165 replace the fence and got a quote. He added that the highest came in at \$10,400.

166

167 He discussed that Mr. Keith Trott, ARD Foreman, suggested that that they did not need a fence,
 168 because of the natural hill. Mr. Fraley added that they could put boulders instead of a fence and it
 169 would be more naturally appealing.

170

171 He then discussed the ARD and the ASB going 50/50 on the cost for the fence replacement.

172

173 Mr. Jim Manning then discussed that he liked the boulder idea.

174

175 Mr. Fraley added that the fence removal would be in-house.

176

177 Ms. Facey asked about the sports that are typically played in that area.

178

179 Mr. Fraley replied, soccer and lacrosse.

180
181 Ms. Facey added that the soccer balls might go right over the fence, and is concerned about it.
182
183 Mr. Fraley noted that it is younger children playing and that the soccer balls would probably not
184 go over the fence.
185
186 Mr. Prescott asked where the funds would come from.
187
188 Principal St. Amand added that they use the fields for Field Day. He agreed that the gradation
189 serves as a natural buffer and that the fields are well used. He then added that his greatest
190 concern is the parking lot. He commented that the stairs in poor condition is going to be an issue
191 soon and is going to need some work.
192
193 Mr. Manning noted that he was very concerned about the stairs. He added that he knows that
194 people have gotten hurt and has been worried for quite some time.
195
196 He then added that the fence is an eye sore, and that he feels more comfortable with boulders and
197 shrubs in between. He then asked Mr. Fraley if that is something they can look at.
198
199 Mr. Fraley replied, absolutely yes. He added that they can place the boulders so that cars would
200 not be able to get through to the field.
201
202 Mr. Manning then suggested Mr. Fraley pricing out the stairs if the Board went half with the
203 ARD.
204
205 Mr. Prescott then noted that the Board should give Mr. Fraley an understanding of what will
206 happen in terms of steps.
207
208 Ms. Betty Shankel added that it will count as next year's budget. She noted that she has concerns
209 of the amount of teachers that have retired this year. She discussed that it will improve the
210 budget next year but not this year. She commented that next year they will see the savings and be
211 able to have funds available.
212
213 Ms. Tremblay asked Mr. Fraley if they can come up with a dollar amount.
214
215 Mr. Fraley noted that the boulders would be no cost. He discussed that the stairway is a longer
216 project and can take more time.
217
218 Mr. Manning asked Mr. Fraley if that can that be a hardscape project.
219
220 Ms. Kuzsma suggested cutting the stairs in with timber.
221
222 Mr. Prescott remarked that he likes the boulder idea.
223
224 He then suggested Mr. Fraley come back to the Board with a quote on the stairs.
225

226 Discussion ensued over going half and if so, what amount for cost.

227

228 Ms. Facey recommended waiting to find the final amount of the stairs.

229

230 Mr. Fraley noted that he would like to get more information from a professional.

231

232 Mr. Prescott agreed that they need more information.

233

234 Superintendent Warburton noted that Mr. John Robichaud, Buildings and Grounds Director,
235 will have input as well.

236

237 Ms. Facey then asked if the Board needed to vote on the two proposals.

238

239 **Mr. Jim Manning made a Motion to approve having a contest in town to name the**
240 **Baboosic lake Road property. Ms. Galen Tremblay seconded the Motion. The vote was**
241 **unanimous, Motion passed.**

242

243 **Ms. Elizabeth Kuzsma made a Motion to allow the Amherst Recreation Department to**
244 **remove the fence at Upper Wilkins, replace with boulders and shrubbery and to split the**
245 **cost between ARD and ASB up to \$1,000. Mr. Paul Prescott seconded the Motion, the vote**
246 **was unanimous. Motion passed.**

247

248

249 VI. DISCUSSION ITEMS

250

251 A. Strategic Planning – Pillar reports

252 Covered earlier in the Meeting.

253 VII. INFORMATIONAL

254

255 A. Grading and reporting

256

257 Ms. Landwehrle then discussed grading and reporting. She discussed looking at Competency
258 Based Grading and brought two books to show the Board.

259

260 She noted that it will deepen their understanding of Competency Based Grading.

261

262 She added that they are waiting for the second book to arrive and asked if the Board wanted both
263 books.

264

265 Mr. Prescott added that the books that Ms. Landwehrle suggests look great.

266

267 Ms. Landwehrle replied that she can order both for the Board.

268

269 The Board wanted both books.

270

271 Ms. Kuzsma then added that the ideas that the committee had were great.

272
273 Ms. Landwehrle added that Sanborn is holding a 3 day Competency Institute and that there are 5
274 spaces available. She added that she believes that it is in the last week of July, but is not sure.
275 She finalized by stating that they will be mapping out the meetings for the next year.

276
277 B. Teacher Leader Effectiveness

278
279 Ms. Landwehrle wanted to give an update on the Multiple Measures Subcommittee. She added
280 that it is a great collaborative system and there is a rating scale. She added that in NH there is a
281 rating system and they have 4 categories. She added that it is a rubric and that this is a draft.

282
283 She then discussed the Teacher Leader Effectiveness handouts.

284
285 Ms. Kuzsma asked a question about the 4 cornerstones and the timing of the evaluations.

286
287 Ms. Landwehrle replied that teachers are on a recertification cycle every three years. She added
288 that at any time a teacher needs to be on an improvement plan they can look at that.

289
290 Mr. Jim Manning asked a question about formal and informal observations.

291
292 Ms. Landwehrle replied that the informal observations that it might be shorter and happen a few
293 times a year.

294
295 Mr. Manning asked how long the informal observation is.

296
297 Ms. Landwehrle replied, ten min.

298
299 Principal St. Amand added that the informal observations are unannounced. He added that if it
300 goes long it can count as two.

301
302 Ms. Landwehrle added that with the informal observations you can't always see the whole
303 lesson. She added that they are looking at the classroom environment.

304
305 Mr. St. Amand remarked that 15 to 20 minutes is the standard time. He added that in a formal
306 observation the teacher is picking something that they are trying and are actively seeking input
307 on. He noted that there are benefits to both types of observations and as a member of the
308 Administration, informal observations are easier.

309
310 He added that he thinks it is a great tool and the informal observation can give you information
311 quickly. He finalized his comments by adding that the informal observation is very flexible.

312
313 Mr. Warburton remarked that they will be offering the Board PD this summer. He added that it
314 will give the Board greater insight. He added that is one of his goals to give the Board more
315 information.

316

317 He then discussed that that this is a great system.

318

319 Ms. Landwehrle commented that the administration is in the classroom a lot.

320

321 Principal Dodge commented that Thoughtful Classroom is a good change and then added that
322 there are so many things that make a teacher great.

323

324 Ms. Landwehrle noted that Dimension 10 is an important one.

325

326 Ms. Kuzsma then asked about Dimension 10.

327

328 Ms. Landwehrle replied that Dimension 10 is not finished and she should have put the word
329 “Draft” over it. She then noted that she will update the Board at the SAU meeting in the fall.

330

331 Ms. Facey noted that Ms. Landwehrle has done a lot of work and that she is excited about the
332 work under her leadership.

333

334 Ms. Landwehrle noted that Chair Amy Facey has been great and brings good outside insight.

335

336 The Board thanked Ms. Landwehrle.

337

338 C. Policy KEB – Public complaints about school matters, personnel, employees, students or
339 administration.

340

341 Superintendent Warburton then discussed the Board looking at policies and if they hear a
342 complaint then direct them to the correct person. He added that if the public knows that there are
343 a Board Member they will get phone calls.

344

345 IX. NON-PUBLIC SESSION RSA 91-A: 3 II. (a) (b) and (c)

346

347 **Mr. Jim Manning made a motion to enter into Non-Public session RSA 91-A: 3 II (a) (b)**
348 **and (c) at 7; 45 pm. Ms. Elizabeth Kuzsma seconded the Motion. The vote was unanimous,**
349 **Motion passed.**

350

351 To be discussed: a personnel and a parent matter

352

353 Chair Amy Facey called a Roll Call: Manning- Yes, Prescott- Yes, Facey- Yes, Kuzsma- Yes,
354 and Tremblay- Yes.

355

356