

Souhegan Cooperative School Board

Thursday, November 3rd 2016

Meeting Minutes

Attendees:

Administrative Team: Peter Warburton – Superintendent, Adam Steel – Business Administrator, Rob Scully- Principal SHS, Christine Landwehrle- Director of Curriculum & Professional Development, Meg Beauchamp- Director of Student Services, Peter Gagnon- Dean of Students, SHS, Kathy White- Dean of Faculty at SHS, Karen Chininis- Guidance Director and Dick Miller- Director of Athletics.

Souhegan School Board- Chair- Mary Lou Mullens, Vice Chair- Howard Brown, Pim Grondstra- Secretary, Steve Coughlan, Peter Maresco and Dwayne Purvis.

Minute Taker: Danae Marotta

Public: Mike Akillian- Streamline Committee Member, Amherst NH, Maggie McCabe- Streamline Committee Member, Amherst NH, Liz Purvis- Community Council Member, Amherst NH, and Lisa Eastland- PTSA President, Amherst NH.

I. CALL TO ORDER – Chair Mary Lou Mullens

Chair Mary Lou Mullens called the Meeting to order at 6: 04PM.

She welcomed the public and then added that there is a lot to cover tonight.

II. ANNOUNCEMENTS

A. Principal’s Report

Principal Scully then discussed the curriculum and PACE work. He added that the PACE initiative has been formally approved by the USED for school year 2016-2017.

He then noted that the approval letter outlines the conditions. He added that the USED will be monitoring the project going forward

He then discussed that the STEM space is coming along and discussed the large demand for technology.

Mr. Chen then asked a question about the HS site visits.

Principal Scully then added some recognitions and thanked Ms. Shirley Markwith with organizing visits.

He then discussed their recent nomination to participate in the White House Convening on Better, Fewer and Fairer Assessments.

He added that it is a testament to the commitment that they made in learning.

35
36 Ms. Mullens congratulated Mr. Scully on SHS's invitation to the White House to participate in a
37 national dialogue on innovative practice.

38 The Board thanked Principal Scully.

39 B. Community Council Report

40 Liz Purvis, Community Council Member, then discussed the recent Community Council updates.

41 She noted that the Council has elected some extra members to executive positions, she then
42 named those that were elected.

43 She then discussed the proposal for gender neutral bathrooms. She noted that they could possibly
44 do a school wide vote as many students do not know about it. She then added that at this time
45 that the proposal and vote will be tabled.

46 She then discussed the issue of students holding too many executive positions. She noted that
47 when this happens and they are not in attendance at meetings that it creates a problem.

48 She then went back to the issue of gender neutral bathrooms.

49 Another student then noted that there is a lot of misinformation that has been going around about
50 gender neutral bathrooms. He noted that they are unsure of the total amount of gender neutral
51 bathrooms and then discussed the challenges of transgendered individuals.

52 This student then added that these types of bathrooms are a part of a growing movement.

53 Mr. Chen then asked how this would affect showers/locker rooms.

54 The student then replied, that would be a different, and this proposal is just for bathrooms.

55 Mr. Chen then asked what had prompted this proposal.

56 The student then discussed that the Council had been thinking about it for a long time and that it
57 was a conversation that needed to happen.

58 Mr. Chen then noted that he has been doing his own research on the topic including the issue of
59 federal funding. He added that he would be worried if they had to lose federal funding for not
60 establishing gender neutral bathrooms.

61 Ms. Mullens added that this would not affect federal funding.

62 The student then discussed removing the gendered element.

63 Mr. Chen noted that he wants to comply with the federal laws.

64 Discussion ensued.

65 Superintendent Warburton then remarked that the Policy Committee has held off on this issue
66 and wanted to let Community Council discuss this further. He added that they are looking into a
67 policy and want to look at all elements.

68 Mr. Purvis then asked what work has been done on this topic.

69 Mr. Warburton then discussed that the Policy Committee has been looking into it. He added that
70 it goes to the SAU Board then to the individual boards.

71 Ms. Mullens then asked the Board if they had any questions.

72 Ms. Mullens then thanked Liz Purvis and the other student.

73 C. Committee Reports

74 Mr. Chen noted that he, Mr. Grondstra and Dick Miller, Director of Athletics had met. He noted
75 that Mr. Miller will be giving the Board an update later in the meeting.

76 Mr. Brown noted that Policy Committee met a week ago and that there is a link for the public to
77 view their minutes. He noted that they talked about the drug free policy.

78 Mr. Coughlan then discussed that the policies first come to the SAU and then to the individual
79 boards. He added that the boards sometimes change words and it can take a long time to get
80 passed.

81 Mr. Purvis then discussed the Advisory Finance Committee.

82 Ms. Mullens noted that the PTSA update was added into the Agenda.

83 Ms. Lisa Eastland, PTSA President, then discussed the recent PTSA updates.

84 She then discussed that there was a gap in the PTSA registration with teachers. She added that
85 they are still establishing a registration plan.

86 She then discussed that they are in a deficit, yet have enough from past years to run in a deficit.
87 She then noted some future fundraisers.

88 She then discussed the concept of a PTSA member directory and that they are trying to get it
89 back. She then noted that they have been discussing the legal issues involved and reviewed the
90 benefits.

91 Ms. Eastland then discussed the following presentations: Resiliency and Your Teen: Wed, Nov
92 16th, 7-8 pm in the Learning Commons (given by Kris Ezequelle Psychologist at St. Anselm's
93 and parent of SHS grads and current student), and Paying for College (did this last May and it
94 was great, free presentation from Citizens Bank)

95 She then discussed presentation ideas that they are investigating for spring, including reducing
96 anxiety through music, and how to meditate.

97 She noted that they would still like to help Bridges do a "Consent and Boundaries" presentation
98 to juniors and seniors.

99 Mr. Brown then asked about the deficit and funds available.

100 Ms. Eastland then explained where the funds had originally come from.

101 The Board thanked Ms. Eastland.

102 III. PUBLIC COMMENT

103 Ms. McCabe then wanted to discuss the FY' 18 Budget.

104 She then gave a handout to the Board.

105 She noted some important numbers including the amount of students and staff. She then
106 discussed enrollment decline and staffing decline.

107 She then noted some comparisons between SHS and Brookline, Bedford and other schools.

108 The Board thanked Ms. McCabe.

109 IV. CONSENT AGENDA

110 A. Minutes

111 1. October 6, 2016

112 B. Treasurer's report

113 1. September 2016

114 C. Budget Transfer

115 Ms. Mullens noted that she wanted to pull the A. Minutes 1. October 6th 2016 from the Consent
116 Agenda as Mr. Dwayne Purvis had a correction.

117 Mr. Purvis noted the change on line 499 "*ASD has great teachers and provides great students to*
118 *SHS*".

119 **Mr. Steve Coughlan made a Motion to accept the Consent Agenda items A. Minutes 1.**
120 **October 6th 2016, as amended, B. Treasurer's Report 1. September 2016, and C. Budget**
121 **Transfer. Mr. Pim Grondstra seconded the Motion. The vote was unanimous, Motion**
122 **passed.**

123 V. PRESENTATION

124 A. FY17 1st Quarter Report

125 Mr. Adam Steel discussed the FY' 17 Quarterly Financial Report. He then noted that there is a
126 projected deficit (\$65,100 Agenda Packet 11 3 16 page 32) due to transportation and special
127 education.

128 He then discussed that due to this projected deficit some items may not be able to be purchased.
129 He then remarked about the idea of a Warrant Article to cover the deficit, he added that would be
130 the worst case scenario.

131 He then discussed natural gas and plowing costs.

132 He then added it will have an effect on the school year for the next following months.

133 Mr. Purvis then asked what the amount of the projected deficit is.

134 Mr. Steel replied, \$65,000.

135 Mr. Purvis then discussed that he had thought that they pre bought natural gas.

136 Mr. Chen then noted that last year they have returned \$610,000 to the tax payers.

137 Discussion ensued.

138 Mr. Steel then noted that perhaps the Budget is too tight. He added that legally they cannot spend
139 more than they have.

140 Mr. Chen then asked about a new law.

141 Mr. Steel noted that he will look into it.

142 Mr. Chen asked about a special education contingency fund. He noted that there are ways of
143 managing contingency funds.

144 Mr. Steel replied, yes. He added that they need to build in relief valves.

145 Ms. Mullens added that the SECF can only be used for specific things.

146 Mr. Coughlan then commented on the topic.

147 Mr. Purvis asked about the projected deficit.

148 Mr. Steel noted that there is no deficit at this time, it is projected.

149 Ms. Mullens asked what types of items would be turned down due to the projected deficit.

150 Mr. Steel noted that there were some athletic mats that were denied, among other items.

151 Mr. Brown then asked about the transportation cost.

152 Mr. Maresco then asked about the budgetary freeze.

153 Mr. Steel then noted that there were things that were in the Budget already, but cannot be bought.

154 Mr. Steel then discussed some obligatory costs that need to be paid.

155 Mr. Maresco then asked how long the budget freeze will last, he added that next week they will
156 be reviewing the Manifest.

157 Mr. Chen then asked if the freeze includes items for purchase or hiring.

158 Mr. Steel replied, both.

159 Mr. Maresco then asked about a replacement for Ms. Gigi Klipa.

160 Principal Scully noted that they are restructuring that position and it will possibly be part time.

161 Discussion ensued.

162 Mr. Chen then discussed that he is concerned about the projected deficit.

163 Mr. Steel then noted that the winter conditions are important.

164 Superintendent Warburton then noted that they will monitor the situation closely.

165 The Board thanked Mr. Steel.

166 Discussion ensued.

167 B. 2017-18 Budget- Draft #1

168 Mr. Steel then discussed the 2017-18 Budget- Draft #1.

169 He then discussed that the proposed operating budget is \$18,267,914.

170 He noted that the general fund budget is \$17,604,137, an increase of 3.52% (\$599,200) from FY'
171 17 as a result of special education tuition, transportation, health insurance, mandatory NHRS rate
172 increase, technology infrastructure, and facilities.

173 He then noted that savings come from staffing reductions of 6.5 FTE's including four teachers, a
174 paraprofessional, a facilities position, and a ½ dean of faculty position.

175 He added that this Budget is still a work in process and adjustments will more than likely be
176 made.

177 He then noted that they will be working with the Advisory Finance Committee and will answer
178 any questions as thoroughly as possible.

179 He then added that in the Agenda Packet is a full summary of the staff.

180 He then asked the Board if there were any major questions that they might have.

181 Superintendent Warburton noted the Enrollment graph that is in the Agenda Packet (See page 37
182 Agenda Packet 11 3 16). He added that enrollment is projected to be 775 students in FY'18, a
183 decline of 56 students from FY'17 enrollment.

184 Ms. Mullens noted that Mr. Warburton and Mr. Steel would be happy to answer any questions
185 that the Board or the public may have.

186 Mr. Chen asked about the projected enrollment.

187 Discussion ensued.

188 Mr. Chen then discussed his concern with scheduling and the amount of staff.

189 Ms. Mullens then asked the Board if this topic needs further consideration.

190 Mr. Maresco asked what prevents students from picking their classes now.

191 Mr. Steel then discussed the process of course sign ups.

192 He then showed data from the DOE website. He added that this is the high school CPP and
193 enrollment. He added that they will be discussing enrollment and staffing for quite some time.

194 Mr. Grondstra then asked what items are fixed and will not change vs. things that can change.

195 Mr. Steel replied, that he can get that information for the Board.

196 Ms. Mullens thanked Mr. Steel.

197 Ms. Mullens then noted that it would be a good time to discuss the FY' 18 Budget Review
198 Committee assignments.

199 The Board then discussed being on the following committees:

- 200 • Mr. Dwayne Purvis- Curriculum (Mr. David Chen noted that he can be at a meeting if
201 Mr. Purvis was unable to attend).
- 202 • Mr. Pete Maresco- Special Instruction
- 203 • Mr. Pim Grondstra- Athletics
- 204 • Mr. Howard Brown- Administration
- 205 • Ms. Mary Lou Mullens- School Nutrition/ Transportation
- 206 • Mr. David Chen- Technology
- 207 • Mr. Steve Coughlan- Facilities

208 Ms. Mullens thanked the Board.

209 C. SAT/ NWEA Results

210 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, then
211 discussed the fall 2016 NWEA MAP Results and added a quick note of the SAT results.

212 She added that it is just an overview and would be happy to go into greater detail.

213 She then reviewed the Mean RIT Score for Reading. She added the grade (8, 9, and 10), Student
214 Count, Mean RIT score and Percentile. She added that as students get older the Mean RIT Score
215 does not change that much.

216 Mr. Chen asked about the Mean RIT Score and at what amount does it start at.

217 Ms. Landwehrle then discussed the Reading-ACT Comparative Data. She then explained the link
218 between the RIT Scores and the ACT score.

219 Ms. Landwehrle then reviewed the NEWA MAP Reading Growth (Grade 9). She discussed that
220 she is not sure by how much the students exceeded the projected RIT.

221 Mr. Purvis then asked about the distribution.

222 Ms. Landwehrle then discussed the NEWA MAP Mathematics Growth for grades 8, 9, and 10.

223 She then explained the related ACT comparative data.

224 Mr. Chen then asked about the range of the ACT.

225 Ms. Landwehrle then discussed the grade 9 and 10 mathematics growth.
226 Mr. Purvis then asked about the link between ACT, RIT Score and SAT.
227 Ms. Landwehrle noted that she can ask about a future study.
228 She then discussed the Math SAT results- March 2016.
229 Mr. Purvis then asked about the Percent Meeting College and Career Ready Benchmark of 530.
230 Ms. Landwehrle then reviewed the Reading SAT results-March 2016.
231 She then played the video of the SAT and KHAN Academy. The video discussed practicing the
232 SAT under time pressure and aiding in areas students may need help with.
233 Mr. Grondstra asked about the PSAT and the SAT and linking scores.
234 Discussion ensued.
235 Ms. Mullens asked the Board if they had any questions for Ms. Landwehrle.
236 The Board thanked Ms. Landwehrle.

237 D. Literacy Curriculum

238 Ms. Landwehrle then discussed the Summer Literacy Institute for Curriculum Development.
239 She then reviewed the Goals and their work on Day 1.
240 She then discussed the SAU 39 Literacy Curriculum Framework. She noted that it is standards
241 based. She added that this provides common student experience, allows for teacher choice and
242 voice at the lesson level, is coherent within and across grade levels, allows for integration with
243 other content areas and built on shared beliefs and common resources.
244 She then explained the Unit Plan Checklist.
245 She then remarked that they had started using One Note and all of the features of the electronic
246 notebook. She noted that it is fully collaborative and cautions with making changes.
247 She then showed the Board some screen shots of One Note.
248 Ms. Landwehrle then reviewed the work that was completed on Days 2-4.
249 She finalized her presentation with Reflections and Accomplishments.
250 Ms. Mullens asked the Board if they had questions for Ms. Landwehrle.
251 The Board thanked Ms. Landwehrle.

252 VI. INFORMATIONAL

253 A. Cameras in the school

254 Mr. Rob Scully noted that he had met with Mr. John Smith and Mr. John Young and they will
255 have a meeting early next week and come up with a proposal for Community Council.

256 Mr. Purvis then asked if this is for cameras only or security.

257 Mr. Warburton then discussed the Incident Command Team and that all schools within the SAU
258 are trained.

259 Ms. Mullens noted that is a great idea.

260 B. Withdrawal to/ Re-enter from Private Schools

261 Superintendent Warburton then mentioned that Ms. Christine Landwehrle and Ms. Kathy White,
262 Dean of Faculty, will be going to the White House for the Meeting.

263 He then discussed the charts that reflect the Amherst and Mont Vernon resident students who
264 have withdrawn from AMS (Gr 8) and SHS (9-12) to attend private and charter schools. He also
265 added that the charts also reflect entry of resident students back into AMS (Gr 8) or SHS from
266 private or charter schools.

267 He then noted that there are some home school laws that have changed.

268 Mr. Purvis then asked about the 170 students that are homeschooled. He then asked about the
269 accountability to the State.

270 Ms. Landwehrle then mentioned that there are some homeschooled students that have asked
271 about taking the Smarter Balanced Assessment.

272 The Board thanked Superintendent Warburton.

273 C. Approval of Curriculum

274 Ms. Landwehrle noted that there is no curriculum approval policy.

275 She then discussed that for major curriculum changes they come to the Board for approval. She
276 added that at the high school level there are so many different courses and that would be
277 challenging to get off the ground.

278 Superintendent Warburton suggested that the Policy Committee take a look into this.

279 Mr. Brown noted that they did have policies on the Board that have disappeared.

280 Ms. Mullens noted that any Board Member can give suggestions about a policy.

281 D. Coaches Evaluation Implementation Plan

282 Mr. Dick Miller, Director of Athletics, then discussed that he and Mr. Scully have discussed
283 Coaches Evaluations have looked at models from other schools.

284 He then noted that he has seen a lot of everything in terms of surveys, and developing something
285 that makes sense and at the same time, trying to overcome the complexity.

286 He then noted that he understands that the Board is looking for a Coach's Handbook. He added
287 that he is unsure of which should come first. He noted that he is looking for Board feedback.

288 Ms. Mullens noted that the Board would rather have an evaluation tool sooner than later.

289 Mr. Maresco remarked that he had thought that a handbook already existed.

290 Mr. Miller noted that there are some things but need to be tied together.

291 Mr. Coughlan suggested on an evaluation first then handbook.

292 Discussion ensued.

293 Mr. Miller noted that it goes on how the evaluation is designed and specificity. He added that the
294 greater the specificity then the more challenging it will become.

295 Principal Scully then commented in relation to scope. He then gave some specific examples of
296 questions. He added that they would like to come up with an Athletic Department Handbook.

297 Mr. Brown then asked if they will use this evaluation process to release a coach.

298 Mr. Scully added that it would be part of the discussion.

299 Ms. Mullens added that the evaluation has to be based on key expectations. She suggested
300 coming up with a draft possibly by the beginning of spring sports, and that it was something that
301 they have been interested in for a long time.

302 Mr. Miller noted, he would be comfortable with a March 9th meeting for a draft.

303 E. Coaches Handbook

304 (See above discussion)

305 F. Hockey Update

306 Mr. Miller noted that there are 12 kids from Souhegan that are signed up. He then added that it
307 has been going quite well, and the feedback has been good.

308 He added that there were 10 participating last year.

309 Mr. Brown asked about the Nashua participation.

310 Ms. Mullens asked about the cost.

311 Mr. Miller noted approx. \$15k, hopefully 1k less than that.

312 Mr. Brown noted that he was impressed with how well the kids played.

313 Mr. Scully remarked that there was one added new student.

314 Mr. Purvis asked about the playing time per student.

315 The Board thanked Mr. Dick Miller.

316 VII. DISCUSSION

317 VIII. ACTION ITEMS

318 A. Board Member Budget Assignments

319 (See line 194)

320 B. Peru Trip

321 Mr. Peter Gagnon, Dean of Students, then discussed the Peru Trip scheduled for 2017.

322 He then noted that the Board has a packet to review. He added that the itinerary is included and
323 there is no school time missed.

324 Mr. Purvis then asked about the chaperone and the liability involved.

325 Discussion ensued.

326 Mr. Steel noted that field trips can be on the Consent Agenda.

327 **Mr. Pim Grondstra made a Motion to approve the 2017 Peru Field Trip. Mr. Howard**
328 **Brown seconded the Motion. 6 in favor, Motion passed. Mr. Dwayne Purvis abstained.**

329 Discussion ensued over liability and litigation.

330 Ms. Mullens asked if there were any further questions or discussion.

331 She then asked about any additional cost.

332 The Board thanked Mr. Gagnon.

333 Superintendent Warburton then noted that in the future field trips will be added to the Consent
334 Agenda.

335 IX. PUBLIC COMMENT

336 Ms. McCabe then asked Mr. Steel to put his Budget Summary Overview on the overhead.

337 She then discussed that she does not see any capital coming out, and if there is capital in the
338 Budget for paving and can it be put on a Warrant Article. She added that she would like to see it
339 come out if it is in there.

340 Discussion ensued.

341 She then asked about Facilities.

342 Ms. Mullens then thanked Ms. McCabe for her comments.

343 She then suggested Ms. McCabe to email Mr. Steel.

344 Ms. McCabe noted that it is her right to speak during Public Comment.

345 Ms. Mullens then asked the Board for feedback on the two separate Public Comment times.

346 Mr. Coughlan noted that he would rather go back to one Public Comment time.

347 Mr. Warburton noted that it is 5 minutes per topic.

348 Mr. Howard Brown then read the *BDDH-Public Participation at Board Meetings Policy* in its
349 entirety. He added that it was passed 2 27 90.

350 Mr. Maresco noted that two separate sections make it inefficient. He added that they should get
351 feedback from the public but at the end of each topic.

352 Discussion ensued.

353 Ms. McCabe noted that she would be happy to email Mr. Steel and that she does email him.

354 Discussion ensued.

355 Ms. Mullens noted that she is concerned with misleading numbers given by the public.

356 Mr. Chen noted that there are sometimes Board inaccuracies as well, and that the public be given
357 enough time to be heard. He added that it is a Board responsibility to hear the public speak.

358 Ms. Mullens noted that the Board is held accountable.

359 Mr. Brown noted that this policy needs to be relooked at.

360 Ms. Mullens suggested that the Policy Committee take a look at this and 5 minutes for every
361 person per topic would be unreasonable.

362 Mr. Purvis noted that might not happen at every meeting.

363 Mr. Maresco commented that it is important to hear from the public but to come up with a way
364 that is efficient.

365 Ms. Mullens noted that it is important to hear from the public. She then asked the Board if they
366 are fine with the Policy Committee taking a look at this policy.

367 X. FUTURE MEETING AGENDA ITEMS

368 Chair Ms. Mary Lou Mullens noted the following future meeting agenda items:

- 369 • Course Selection
- 370 • Fixed items on the FY'18 Budget
- 371 • Schools that use the NEWA
- 372 • Student RIT growth
- 373 • Link between NEWA and the SAT
- 374 • SAT distribution
- 375 • Literacy Curriculum approval
- 376 • Incident Command (at the SAU Board Meeting).

377 XII. REVIEW OF MEETING/ADJOURN

378

379 **Mr. David Chen made a Motion to adjourn the meeting at 10:00 PM. Mr. Dwayne Purvis**
380 **seconded the Motion. The vote was unanimous, Motion passed.**

381

382