

Souhegan Cooperative School Board

Thursday, April 6th 2017

Meeting Minutes

Attendees:

Administrative Team: Mr. Adam Steel- Business Administrator, Rob Scully- Principal SHS, Kathy White- Dean of Faculty, Karen Chinnis- Director of Guidance and Peter Gagnon- Dean of Students.

Souhegan School Board: Chair- Howard Brown, Vice Chair- Jim Manning, Secretary- Pim Grondstra, Steve Coughlan, Dwayne Purvis (via phone) and Amy Facey.

Minute Taker: Danae Marotta

Public: Liz Purvis- Community Council Member, Amherst NH, Maggie McCabe- Amherst NH, Angela Hornor-Amherst Community Foundation, Amherst, NH and Lisa Kaveney-Amherst Community Foundation, Amherst NH.

ORGANIZATIONAL MEETING

I. CALL TO ORDER – Mr. Adam Steel, Business Administrator

Mr. Adam Steel called the Organizational Meeting to order at 6:06PM.

He then noted that Mr. Dwayne Purvis is participating via phone.

Mr. Steel asked Mr. Purvis if he was alone to participate in the meeting.

Mr. Purvis replied, yes.

II. ELECTION OF SCHOOL BOARD OFFICERS

A. Chairman

Mr. Jim Manning made a Motion to nominate Mr. Howard Brown as Chairman. Mr. David Chen seconded the Motion. The vote was 5-0-1. Motion passed.

B. Vice – Chairman

Ms. Amy Facey made a Motion to nominate Mr. Jim Manning to Vice-Chairman. Mr. Pim Grondstra seconded. The vote was 5-0-1. Motion passed.

C. Secretary

Mr. Jim Manning made a Motion to nominate Mr. Pim Grondstra as Secretary. Ms. Amy Facey seconded the Motion. The vote was 5-0-1. Motion passed.

Mr. Howard Brown called a Affirmation Vote for Mr. Howard Brown as Chair, Mr. Jim Manning as Vice-Chair and Mr. Pim Grondstra as Secretary. The vote was 7-0. Motion passed.

33 **Chair Mr. Howard Brown called a Roll Call: Coughlan-Yes, Grondstra-Yes, Manning-Yes,**
 34 **Brown- Yes, Chen- Yes, Facey- Yes and Purvis-Yes.**

35 III. COMMITTEE ASSIGNMENTS

36 Discussion ensued over committee assignments, meeting times and commitments.

37 The Committee assignments are as follows:

38 Souhegan Cooperative School Board Officers and Committee Assignments 2017.18

39 Chair-Howard Brown

40 Vice-Chair-James Manning

41 Secretary-Pim Grondstra

42 Committee Members

43 Advisory Finance Committee Liaison-David Chen, Dwayne Purvis

44 Athletic Liaison Committee-Pim Grondstra, Jim Manning

45 CIP-Steve Coughlan

46 Community Council Rep.-Amy Facey

47 Expendable Trust Advisory Committee-Amy Facey

48 Manifest-Steve Coughlan, Dwayne Purvis

49 Policy-Steve Coughlan, Amy Facey

50 PPC-Steve Coughlan, Dwayne Purvis

51 PTSA Liaison-Jim Manning

52 Publicity/Communications (school committee) - Vacant

53 Recreation Liaison- Vacant

54 Tech Committee-David Chen

55 SAU 39 Brick School Improvement Committee-Vacant

56 SAU 39 Four Chairs-Howard Brown

57 Budget Study-David Chen, Dwayne Purvis

58 Souhegan Board Communications Team-Jim Manning, Amy Facey, Howard Brown

59 IV. APPOINTMENT OF SCHOOL DISTRICT OFFICIALS

60 **Mr. Pim Grondstra made a Motion to accept Ms. Chris Janson as Clerk, Ms. C.J. Butler as**
 61 **Treasurer, and Mr. David Sullivan as Deputy Treasurer. Mr. David Chen seconded the**
 62 **Motion. The vote was 6 for with 1 abstention. Motion passed.**

63 **Mr. Brown called a Roll Call: Grondstra-Yes, Manning-Yes, Brown- Yes, Chen- Yes,**
 64 **Facey- Yes and Purvis-Yes.**

65 Mr. Steve Coughlan abstained.

66 **Mr. Brown closed the Organizational Meeting at 6:46PM**

67 **REGULAR MEETING**

68 I. CALL TO ORDER

69 **Chair Mr. Howard Brown called the regular meeting to order at 6:46PM.**

70 II. ANNOUNCEMENTS

71 A. Principal's Report

72 Principal Scully discussed his April Principal's Report.

73 He thanked Ms. Jenn Huard, Ms. Maggie Paul, and Ms. Kim O.

74 He noted that Souhegan, in cooperation with NH Next Steps, held a workshop on March 30th
 75 promoting post graduate opportunities and transitioning planning. The workshop offered
 76 information on apprenticeships, careers, services, and college options. Agency representatives
 77 and Souhegan graduates shared opportunities and personal experiences.

78 He mentioned that the ninth grade humanities students participated in the yearly project to
 79 develop, present and possibly implement plans to improve various aspects of SHS.

80 He also added that once again, Souhegan students hosted over 1000 students from around New
 81 England to the annual HYPE conference. This year's theme: *What does it mean to be a*
 82 *responsible citizen?* Former Governor John Lynch was the keynote speaker.

83 Principal Scully remarked that the "Green Screen" room is once again a functioning broadcast
 84 station. Several Advanced Video students and Digital Magazine reporters are eager to create
 85 weekly news spots highlighting various events in the community.

86 He then updated the Board about NEASC adding that committees take shape. In March, student
 87 committee members were finalized. In the next week, parent committee members will be invited
 88 to participate. The Endicott survey, the first stage of the self-assessment, concluded last week.
 89 Faculty and staff will begin reviewing that data in mid-April.

90 This year the SAT was administered to all juniors on April 5th. The annex served as the test
 91 center. The SAT is the NH State mandated assessment and all juniors take the exam.

92 He also discussed a visit from University of Kentucky's, Dr. Laurie Henry (Department of
 93 Curriculum and Instruction).

94 He then closed with the following points of interest:

- 95 • SHS Senior Receives National American Vision Award for Artwork
- 96 • Souhegan Teacher, Mr. Adam Theriult, Honored by Franklin Pierce University, Along
- 97 with Diane Rehm and others.
- 98 • New Members Inducted into the National Honor Society, Sociedad Honoraria Hispánica
- 99 and Société Honoraire de Français.
- 100 • SHS Students Receive NH All-State Music Recognition
- 101 • Senior, Hannah Beaudry, at Souhegan High School Wins National Scholarship
- 102 • Junior Hannah Parrot and sophomore Alana Hoskins, Accepted to Prestigious Writing
- 103 Conferences
- 104 • Souhegan Freshman Evmorfia Alton Competes in Poetry Out Loud State Competition
- 105 • SHS Students Receive Post Season Awards for Winter Sports
- 106
- 107 ○ □ Hype Clip

108 *See SCSB Agenda Packet 040617- Principals Report*

109 B. Community Council Report

110 Mr. Pete Gagnon, Dean of Students noted that Liz Purvis had to leave and he is here to report on
111 Community Council.

112 Mr. Manning asked about the Honor Society, how many qualified and chose not to apply. He
113 then asked for the breakdown in results.

114 Ms. Facey commented that ASD had their principals' break down their Principal's Reports
115 keeping the Strategic Plan/Pillars in mind.

116 She then remarked that they are looking to hear challenges and successes.

117 Mr. Gagnon discussed that a cell phone policy and snow day rotation policy was voted down.
118 He also discussed a policy about not passing a course then not being able to participate in sports.

119 Mr. Brown asked a question about the cameras.

120 Mr. Gagnon noted that they are trying to come up with some options, costs, etc. He added that
121 they got SRO Mr. Mike Knox and they are looking at some low, medium or high costs, with Mr.
122 Steel formulating a plan for the Board. He added that they would like to start with a plan that
123 people can put eyes on.

124 Mr. Steel added that it will be possible in the next budget cycle.

125 The Board thanked Mr. Gagnon.

126 C. Committee Reports

127 Mr. Brown remarked that the Policy Committee will meet next Wednesday and they will discuss
128 the policy relating to public participation at Board Meetings.

129 III. PUBLIC COMMENT

130 Ms. Maggie McCabe commented that she will be out of town for the next SAU Meeting on the
131 11th. She added that it is her belief that the policy was drafted to cut her talking time.

132 Mr. Brown replied that it was not meant for her but in the event that they had 100 people that
133 wanted to speak.

134 Ms. Facey commented that the policy will go to the SAU for discussion and then the individual
135 boards will have two readings.

136 Mr. Chen discussed that he read through the minutes and was saddened to read that Paul Sullivan
137 and Dottie Sullivan had passed away. He noted that they were supportive of team athletics and
138 that they were really special. He added that they will be deeply missed.

139 Mr. Coughlan remarked that there are a number of donations in the Consent Agenda and asked
140 how they will be used.

141 Mr. Steel thanked the 15 donors (\$1,485 donation in memory of Paul and Dorothy Sullivan) that
142 donated money to SHS Athletics in memory of Paul and Dorothy Sullivan.

143 They are as follows: Jane and Martin Beck, Robert and Sarah Twiss, Susan Deluca, Warren and
144 Joyce Watts, Kevin and Julie Willard, Schroeder Construction Management, Cross Insurance
145 Manchester, The Abbey Group, Etchstone, Sentry Management Corp., Stephen and Helen
146 Uilcny, Jodi Panzica, William and Dorothy Reissfelder, Karen Dion and John Campanello and
147 James Cash.

148 IV. CONSENT AGENDA

149 A. Minutes

150 1. March 9, 2017

151 B. Treasurer's report

152 1. February 2017

153 C. Unanticipated Revenue

154 1. \$500 donation from Granite State College to support SHS Ethics Forum Hype.
155 (Student Activity Fund)

156 2. \$1,500 donation from University of New Hampshire to support SHS Ethics
157 Forum Hype. (Student Activity Fund)

158 3. \$1,789.18 donation from Saint Anselm College to support SHS Ethics Forum
159 Hype. (Student Activity Fund)

160 4. \$500 donation from Reaching Higher New Hampshire, Inc. to support the
161 Broadcasting Club. (Student Activity Fund)

162 5. \$500 donation from Business Valuation and Consulting Group to support Girls
163 Lacrosse. (Student Activity Fund)

164 6. \$500 from Amherst Lions Club to support the SHS First Robotics Club.
165 (Student Activity Fund)

166 7. \$1,485 donation (15 donors) to SHS Athletics in memory of Paul and Dorothy
167 Sullivan. (Student Activity Fund)

168 D. Budget Transfer

169 1. 2017 005

170 E. SHS Student Activity Fund Trial Balance Report – 070116-033117

171 F. MS22 Voted Appropriations

172 **Mr. Steve Coughlan made a Motion to accept Consent Agenda items A. Minutes 1. March**
173 **9, 2017. B. Treasurer’s report 1. February 2017, C. Unanticipated Revenue, 1. \$500**
174 **donation from Granite State College to support SHS Ethics Forum Hype. (Student Activity**
175 **Fund), 2. \$1,500 donation from University of New Hampshire to support SHS Ethics**
176 **Forum Hype. (Student Activity Fund), 3. \$1,789.18 donation from Saint Anselm College to**
177 **support SHS Ethics Forum Hype. (Student Activity Fund), 4. \$500 donation from Reaching**
178 **Higher New Hampshire, Inc. to support the Broadcasting Club. (Student Activity Fund), 5.**
179 **\$500 donation from Business Valuation and Consulting Group to support Girls Lacrosse.**
180 **(Student Activity Fund), 6. \$500 from Amherst Lions Club to support the SHS First**
181 **Robotics Club. (Student Activity Fund), 7. \$1,485 donation (15 donors) to SHS Athletics in**
182 **memory of Paul and Dorothy Sullivan. (Student Activity Fund), D. Budget Transfer, 1.**
183 **2017 005, E. SHS Student Activity Fund Trial Balance Report – 070116-033117, F. MS22**
184 **Voted Appropriations. Pim Grondstra seconded the Motion. 5 in favor, Mr. Jim Manning**
185 **and Ms. Amy Facey abstained. Motion passed.**

186 V. PRESENTATIONS/REPORTS

187 VI. INFORMATIONAL

188 A. FY17 SCSD 3rd QTR Projection

189 Mr. Steel noted that the Souhegan Cooperative School District is projecting a net surplus of
190 approximately \$303,000 for the 2016-2017 school year.

191 He then noted that revenue surplus is due to higher than expected Catastrophic Aid.

192 Mr. Chen commented on the location of the storage shed.

193 Mr. Coughlan commented on the rented trailers and that they are an eyesore and not in an
194 optimal location.

195 Mr. Steel noted that storage will be an issue in the future.

196 He noted that at this time, transportation projections for Special Education and Career and
197 Technical Education accounts are unclear and purchase orders have been unencumbered.

198 He then let the Board know that he would be happy to answer any questions that they had.

199 Mr. Steel thanked Ms. Katie Hannan, Director of Finance, for SCSD 3rd Quarter Projections.

200 The Board thanked Mr. Steel.

201 B. Amherst Community Foundation – update on field entry way project

202 Ms. Lisa Kaveney and Ms. Angela Hornor noted that they are from the Amherst Community
203 Foundation. She gave the Board a handout reviewing the Phase II Stadium Entrance Project.

204 Ms. Kaveney noted that she had put together this handout reviewing the Phase II Stadium
205 Entrance Project. She added that this was a beautification dedication project. She added that it
206 was their plan to have phase two. She then reviewed Phase I and remarked that they are a little
207 short of the \$882,000.00 money owed to the school.

208 She noted that these are the concrete numbers of \$45,000 for Phase II, not inclusive of the
209 remaining money that is owed. She discussed that they have applied for some grants and
210 received \$1,000 already. She added that often these grants ask if the school is participating. She
211 noted that they are looking for school financial participation, even a nominal amount such as
212 \$1,000.

213 Ms. Hornor commented that the school should take responsibility in promoting this fundraiser.

214 Mr. Manning asked for a specific dollar amount that they would like from the school.

215 Ms. Kaveney explained that she is looking for a nominal amount.

216 Mr. Brown mentioned that at the deliberative hearing that they have told tax payers that no tax
217 money will be used to fund the stadium project. And, to go back and say that they need money
218 would not be truthful.

219 Mr. Steel remarked that the irrigation or lighting can be paid for and that it shows partnership for
220 grant purposes.

221 Mr. Grondstra commented that it a great suggestion and possibly lighting because it is a safety
222 issue. He added that as a school, safety is something that they are responsible for.

223 Ms. Kaveney then showed the Board a new updated rendering of the SHS Memorial Field.

224 She added that she can come back in June to give the Board more final numbers.

225 Mr. Steel then discussed that the Board would need to hold a public hearing to accept additional
226 funds.

227 The Board thanked Ms. Kaveney and Ms. Hornor.

228 C. Water and Air Quality Testing Schedule

229 Mr. Steel noted that in the agenda packet that there is an outline of the water and air quality
230 testing that they will begin in May of this year.

231 He added that they will be publishing the results as an assurance for the public.

232 He also noted that they will be alternating firms.

233 He then discussed how they test for air quality.

234 He then noted that there will be times that they are comparing the relative values.

235 Mr. Brown asked if they will be testing for Radon.

236 Mr. Steel replied, that he thinks so but get back to him.

237 Ms. Facey asked if this will start in May.

238 Mr. Steel replied that he thinks that they already started but are unsure of the buildings.

239 The Board thanked Mr. Steel.

240 D. AP Data – number of students who take and pass AP exams

241 Principal Scully noted that 2016 is the most recent info. He discussed that 155 AP students took
242 the exams, 250 and 118 or 76% of the students scored 3+ on the exam.

243 Mr. Chen asked about the acceptance criteria and performance.

244 Mr. Brown commented that cost could be a factor in students not taking the test. He asked about
245 the cost.

246 Ms. Karen Chinnis, Director of Guidance, replied that the test is 93\$ and there are fee waivers
247 for those that qualify. She added that those that qualify only pay \$20.

248 Mr. Brown commented that he would hate to see a student not take a test due to the inability to
249 pay.

250 Mr. Steel noted that there is a mechanism in place to prevent that.

251 The Board thanked Mr. Scully.

252 E. Student Voice- one to one computing

253 Mr. Chen discussed that next month they will have a plan to go out to the parents of incoming
254 freshmen about the type of computer they will need.

255 Principal Scully noted that there are approximately 176 incoming freshman.

256 VII. DISCUSSION

257 VIII. ACTION ITEMS

258 A. Policies- 2nd Reading

- 259 BEC – Non-Public Sessions
- 260 BEDC – Quorum
- 261 BIBA – School Board Conferences, Conventions, and Workshops
- 262 BK – School Board Memberships
- 263 IGD – Curriculum Adoption
- 264 IGE – Citizen Request for Exception to Specific Course Materials
- 265 IHAM – Health Education and Exemption from Instruction

266 B. Schedule meeting to review scholarships (Decision due May 1)

267 C. Professional Nominations

268 D. Administrator Evaluations

269 Mr. Chen commented on Policy BEC- Non-Public Sessions, he noted that they Board does not
270 get a chance to review it within 72 hours.

271 Mr. Steel replied that it goes back to RSA 91: A it is a disclosure and to benefit the public.

272 Mr. Coughlan commented on the wording of the policy.

273 Mr. Chen noted that to get non-public minutes approved in 72 hours is not feasible.

274 Mr. Coughlan suggested “will” instead of “should”

275 Discussion ensued.

276 Mr. Brown asked the Board if there were any other comments on BEC- Non-Public Sessions.

277 Mr. Brown asked the Board if there were any questions or comments on policy BEDC –
278 Quorum.

279 Mr. Coughlan commented on the number of Board Members.

280 Mr. Purvis commented on the number as defined.

281 Discussion ensued over the number and definition.

282 Mr. Brown commented that they should put the definition in the policy.

283 Mr. Chen asked what would happen if two board members were to resign.

284 Mr. Steel commented on RSA 91: A 3B.

285 Mr. Brown commented that he will take policy BEDC – Quorum back to the policy committee.

286 Mr. Brown asked the Board if they had any questions or comments on BIBA – School Board
287 Conferences, Conventions, and Workshops.

288 The Board had no questions or comments.

289 Mr. Brown then asked the Board if they had any questions or comments on policy BK – School
290 Board Memberships.

291 Mr. Brown noted that Mr. Purvis had a concern

292 Mr. Purvis asked about the cost of dues and what they are getting as far as services and what are
293 they paying out of pocket.

294 Mr. Brown replied that they get legal services from Mr. Barrett Christina ESQ among other
295 things.

296 Ms. Facey remarked that they have templates that are legally vetted.

297 Mr. Brown they send out updates on the laws and they offer workshops on topics such as
298 chairman leadership and new school board member orientation.

299 Mr. Purvis asked about the cost of the membership dues.

300 Mr. Steel commented that it is under \$3,000 or in that range.

301 Mr. Coughlan noted that there is a US School Board it is more costly and not as helpful.

302 Mr. Brown added that they can table this policy for next meeting when Superintendent
303 Warburton is back.

304 Mr. Brown asked the Board if they had any questions or comments on IGD – Curriculum
305 Adoption.

306 Mr. Chen commented that there should be a periodic review process.

307 Ms. Facey remarked that there shouldn't be specific times in this policy.

308 Mr. Chen then read the first line of policy IGD – Curriculum Adoption.

309 Ms. Facey noted that it is done through program review and that they look at curriculum K-12.
310 The policy is overall discipline curriculum.

311 Mr. Manning noted that policies work best when they are broad, flexible with boundaries.

312 Mr. Chen commented that they do not know if something is added or not if it does not get
313 reviewed.

314 Mr. Manning asked about the intent of the policy.

315 Mr. Steel commented that there needs to be a default and not a review cycle.

316 Discussion ensued over curriculum review.

317 Mr. Purvis asked about the intent of the policy.

- 318 Mr. Chen commented that he believes that this policy is implying that there is a process that
319 needs reviewing.
- 320 Ms. Facey added that they do have curriculum presentations by Ms. Christine Landwehrle,
321 Director of Curriculum and Professional Development.
- 322 Mr. Chen commented on under specification.
- 323 Mr. Coughlan asked should the Board have a policy on curriculum review and if so, bring it to
324 the Policy Committee.
- 325 Mr. Purvis noted that the policy needs to work for them and their responsibility is to SHS.
- 326 Ms. Facey commented that this policy is about curriculum adoption not curriculum review. It can
327 be a separate policy if they would like to discuss it. This is to allow the Board to adopt
328 curriculum.
- 329 Mr. Grondstra then look at a new policy, let the Policy Committee draft it.
- 330 Discussion ensued.
- 331 Ms. Facey noted that there is a program review Committee
- 332 Mr. Brown noted that they will be moving on to the next policy.
- 333 Mr. Brown asked the Board if they had any questions on policy IGE – Citizen Request for
334 Exception to Specific Course Materials.
- 335 Mr. Purvis commented on the title of the policy.
- 336 Mr. Chen suggested that they be more general.
- 337 Discussion ensued.
- 338 *Mr. Dwayne Purvis left the conversation via phone at 8:52pm.*
- 339 Ms. Facey reminded the Board that they shouldn't be sending out emails on Policy to all the
340 Board Members. She added that it could constitute a public meeting.
- 341 Mr. Brown noted that it could be put on the agenda for future discussion.
- 342 Mr. Chen noted that there should be some consistency with policies.
- 343 Mr. Coughlan commented on policies.
- 344 Mr. Manning commented that the policies should be flexible.
- 345 Mr. Brown asked the Board if they had any questions or comments on IHAM – Health Education
346 and Exemption from Instruction.
- 347 Mr. Chen asked about an opt-out condition.
- 348 Principal Scully responded that that there might be different issues for opting out.

349 **Mr. Steve Coughlan made a Motion to adopt policies BEC – Non-Public Sessions, as**
 350 **amended, BIBA – School Board Conferences, Conventions, and Workshops, IGD –**
 351 **Curriculum Adoption, and IHAM – Health Education and Exemption from Instruction**
 352 **Ms. Amy Facey seconded the Motion. 6 in favor. Motion passed.**

353 Mr. Coughlan explained the scholarship process for Mr. Manning and Ms. Facey.

354 Mr. Brown added that it is their intention to make it fair.

355 Ms. Facey suggested forming a subcommittee with 3.

356 Mr. Steel noted that there are professional nominations that need to be reviewed. He then added
 357 that if they want to further discuss this topic that they would have to enter Non-Public Session.

358 **Mr. Steve Coughlan made a motion to approve the professional nominations provided by**
 359 **the Office of the Superintendent for the 2017-2018 school year. Mr. Jim Manning seconded**
 360 **the Motion. 6 in favor Motion passed.**

361 IX. PUBLIC COMMENT

362 Ms. Maggie McCabe asked about the AP testing.

363 X. FUTURE AGENDA ITEMS

364 Chair Mr. Howard Brown noted the following future agenda items:

- 365 • AP Data Analysis
- 366 • Draft for Amherst Community Foundation funds for future use

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

368 **Mr., Steve Coughlan made a Motion to enter into Non-Public Session RSA 91-A: 3 II. (a)**
 369 **(b) (c) (d) (e) (f) (g) (h) (i) at 9:20 PM. Ms. Amy Facey seconded the Motion.**

370 **Mr. Howard Brown called a Roll Call: Coughlan- yes, Grondstra-yes, Manning-yes,**
 371 **Brown-yes, and Chen-yes, Facey- yes.**

372 **Minutes Recorder: Pim Grondstra**

373 **Howard Brown** called the meeting to order at 9:40 P.M.

374 **Other persons present:** Adam Steel, Business Administrator, Rob Scully, Principal, and Peter
 375 Gagnon, Dean of Students

376 **Discussion:**

377 **Student Matter**

378 **Professional Nominations**

379 **Administration Evaluations**

380 **A motion was made to exit non-public session by Steve Coughlan and seconded by Amy**
381 **Facey.**

382 **Mr. Howard Brown called a Roll Call: Coughlan- yes, Grondstra-yes, Manning-yes,**
383 **Brown-yes, and Chen-yes, Facey- yes.**

384 At 10:05 pm the Board resumed public session.

385 **MOTIONS**

386 Motion to accept professional nominations as presented to the board. Motion made by **Jim**
387 **Manning**, Seconded by **Pim Grondstra**

388 Vote six in favor, zero against, zero abstentions. The motion passed.

389 **REVIEW OF MEETING/ADJOURNMENT**

390 **10:10 P.M. Jim Manning** motioned to adjourn the meeting. Seconded by **Amy Facey**. Motion
391 passed unanimously (6-0-0).