

1 Souhegan Cooperative School Board

2 Thursday, May 04, 2017

3 Meeting Minutes

4 Attendees:

5 Administrative Team: Peter Warburton- Superintendent, Mr. Adam Steel- Business
6 Administrator, Rob Scully- Principal SHS, Christine Landwehrle- Director of Curriculum and
7 Professional Development, Kathy White- Dean of Faculty, Karen Chinnis- Director of
8 Guidance, Meg Beauchamp- Director of Student Services, Bruce Chakrin- Director of
9 Technology and Christina Len- Technology Department Team Member.

10 Souhegan School Board: Chair- Howard Brown, Secretary- Pim Grondstra, Steve Coughlan,
11 Dwayne Purvis (via phone), David Chen and Amy Facey.

12 Minute Taker: Danae Marotta

13 Public: Morgan Brown- SHS Student, Liz Purvis- Community Council Member, Amherst NH,
14 Maggie McCabe- Amherst NH, and community members.

15 **PUBLIC HEARING**

16 I. CALL TO ORDER- Chair Howard Brown

17 II. PUBLIC HEARING TO ACCEPT DONATIONS (RSA 198:20-b)

18 **Ms. Amy Facey made a Motion to open the Public Hearing at 6:00PM. Mr. Pim Grondstra**
19 **seconded the Motion. The vote was unanimous, Motion passed.**

20 Mr. Howard Brown noted that Mr. Dwayne Purvis is attending via conference call. He then
21 asked him why he was not here in person and if he was alone.

22 Mr. Purvis replied that he was out of town attending a funeral and yes, he was alone.

23 Mr. Brown then asked the public if they had any comments.

24 Mr. Chen asked about the HYPE donation. He commented that there are a few donations in
25 relation to HYPE. He then asked about the breakdown of funds.

26 Mr. Steel replied that it goes the student activity fund and is audited.

27 Mr. Chen asked about if there was ever a deficit.

28 Mr. Steel noted that the Student Activity Fund is a collection of funds and not one can run a
29 deficit per Board policy.

30 Mr. Chen then discussed his involvement in raising funds for the turf field.

31 He then noted that there are additional monies that are coming in.

32 Discussion ensued over funds.

33 He added he believes that HYPE is a great program and his concern is not with the program.

34 Mr. Steel commented that the finance department can be more specific in the details.

35 Mr. Brown added that they should know what amount of funds they are taking in for each
36 activity.

37 Mr. Steel commented that he wanted to understand more of Mr. Chen's thinking and perhaps
38 they can talk more in detail at a later date. He added that he would be happy to answer any
39 questions he or the Board may have.

40 Mr. Purvis asked if the user fees and donations are unanticipated.

41 Mr. Steel replied that donations are not used to offset taxes and unanticipated revenue. He added
42 that user fees off set the tax rate and that is their purpose for the school year.

43 **Mr. Pim Grondstra made a Motion to close the Public Hearing at 6:18 PM. Ms. Amy Facey**
44 **seconded the Motion. The vote was unanimous, Motion passed.**

45 **REGULAR MEETING**

46 **Mr. Howard Brown opened the regular meeting at 6:18pm.**

47 **Mr. Pim Grondstra made a Motion to accept the donations (RSA 198:20-b). Ms. Amy**
48 **Facey seconded the Motion. The vote was unanimous, Motion passed. (6-0-0)**

49 **Mr. Brown called a Roll Call: Brown-Yes, Grondstra-Yes, Coughlan-Yes, Purvis-Yes,**
50 **Chen-Yes and Facey-Yes.**

51 I. ANNOUNCEMENTS

52 A. Principal's Report

53 Principal Scully then began his Principals Report with several thanks.

54 He then added that on Friday, April 14th, all 9th grade students will be attending the CU 4
55 Reality Financial Literacy Fair at Manchester Community College. He mentioned that few
56 students learn life skills that will ultimately lead to their personal financial success. It is
57 extremely important to educate our youth about their finances.

58 He then discussed Stanford Center for Assessment, Literacy and Equity SCALE The Building
59 Educator Assessment Literacy to Support Student Achievement of College and Career Readiness
60 Standards Project.

61 He noted that SHS teachers Ms. Jenny Deenik and Ms. Jeanne Sturgis were accepted to and
62 participated in a building assessment literacy conference. The conference, supported by the
63 project, builds teacher capacity in developing and scoring performance tasks.

64 He also discussed that Souhegan High School students participated in the Youth Risk Behavior
65 Survey (YRBS). Parents and students were notified of the survey and it was administered
66 Monday prior to spring recess. The questions cover topics having to do with the health and safety

67 of our students, including bullying, substance use, dating violence, nutrition, safety in cars,
68 mental health. The survey is administered every other year. The 2015 survey was the impetus for
69 their monthly Advisory Topics of the month. Students are encouraged to take the survey
70 seriously, as the data is also useful as we figure out which supports our students need.

71

72 Principal Scully then discussed the National Honor Society application process and noted that it
73 is a 3.6 GPA cutoff with a survey. He then added that 69 students are eligible 56 female and 13
74 male.

75 Mr. Brown asked Mr. Scully if there was other factors regarding eligibility.

76 Mr. Scully replied, yes, if the student has decreasing grades or faces disciplinary action.

77 Ms. Facey asked if this was sent out to all faculty.

78 Mr. Scully replied, yes he then discussed teacher feedback.

79 She then asked if students are allowed to appeal.

80 Mr. Scully replied, yes, there is an appeals process.

81 Mr. Chen asked about the 3.6 GPA

82 Superintendent Warburton then asked Principal Scully if he would talk a bit about NEASC.

83 Principal Scully replied that NEASC stands for New England Association of Schools and
84 Colleges. He then discussed the accreditation process.

85 First meetings for Standard Group; parents, community members, staff and students.

86 Agenda- 1. Goal: Group Dynamic, Activity: Postcard share out, 2. Goal: Understanding
87 Standard, Activity: Text Rendering, Text Rendering Protocol.

88 He then noted that their groups met to begin examining each individual standard. Groups include
89 a facilitator as well as a Steering Committee liaison. The protocols are designed to build fidelity
90 in the group as well as appreciate and understand the specific standard.

91 Ms. Facey added that she is on one of the NEASC committees and it seems like a good process.

92 Principal Scully then noted that a group of students from Hanover High School interested in
93 Advisory and Community Council recently visited SHS. The students attended Advisory, spoke
94 with teachers and students as well as attended the Council meeting. He added that Hanover High
95 School has an impressive school council program as well. It was a valuable learning experience
96 on both sides. He closed by adding that they are excited about continuing their relationship with
97 Hanover.

98 He then noted the Alumni Update and that Ms. Jamie Wallisch a Souhegan Alum, is second on
99 SHS's all-time Scoring List.

100 He finalized his Principals Report by mentioning that Ms. Katie Dellovo has been selected as a
101 winner (places not announced yet) in the NHSFF, for her work in animation. She has been
102 working for the past 3 months on her animated short, which she submitted two weeks ago. It will
103 be shown, along with the other winners, at May 20th at Red River Theatres in Concord.

104 The Board thanked Principal Scully.

105 B. Community Council Report

106 Liz Purvis discussed several Community Council proposals first to unblock advisory, second, a
107 no credit no play policy and third to implement a therapy dog program. She added that the
108 therapy dog program proposal had passed was free of charge and acts as a stress reliever. She
109 noted that it would happen during set times.

110 She mentioned that Ms. Mallory Chen was elected Moderator.

111 She then concluded by commenting that there is discussion for a proposal on implementing
112 cameras, although there are mixed thoughts.

113 Mr. Brown asked about Grade Representatives.

114 The Board thanked Liz Purvis.

115 C. Committee Reports

116 The Board noted no committee reports at this time.

117 II. PUBLIC COMMENT

118 Ms. Maggie McCabe, Amherst NH, commented that Coalition of Essential Schools has closed
119 and asked what that would mean for SHS.

120 She then added that SHS's Math scores are below the NH State Standards.

121 Mr. Brown replied that they have not discussed the demise of the CES. He then remarked that he
122 is adding that as a future agenda item.

123 The Board thanked Ms. McCabe for her comments.

124 III. CONSENT AGENDA

125 A. Minutes

126 1. April 6, 2017

127 B. Treasurer's Report

128 1. March 2017

129 C. Unanticipated Revenue to Student Activity Fund

130 1. \$6,500.00 donation from New Hampshire Humanities Council Inc. to support
131 the Ethics Forum Hype.

- 132 2. \$5,000.00 donation from Mitchell Communications Group LLC to support the
133 girls athletics program
- 134 3. \$500.00 from Granite State College to support SHS Ethics Forum Hype.
- 135 4. \$1,500.00 donation from University System of New Hampshire to support SHS
136 Ethics Forum Hype.
- 137 5. \$1,789.18 donation from Saint Anselm College to support SHS Ethics Forum
138 Hype.
- 139 6. \$500.00 donation from Reaching Higher New Hampshire, Inc. to support the
140 Broadcasting Club.
- 141 7. \$500.00 donation from Business Valuation and Consulting Group to support
142 Girls Lacrosse
- 143 8. \$500.00 donation from Amherst Lions Club to support the SHS FIRST
144 Robotics Club.
- 145 9. \$1,485.00 donation (15 donors) to support SHS Athletics in memory of Paul
146 and Dorothy Sullivan.

147 D. Capital Needs Assessment Approval

148 **Mr. Steve Coughlan made a Motion to accept the Consent Agenda items A. Minutes 1.**
149 **April 6, 2017, B. Treasurer's Report 1. March 2017, C. Unanticipated Revenue to Student**
150 **Activity Fund 1. \$6,500.00 donation from New Hampshire Humanities Council Inc. to**
151 **support the Ethics Forum Hype, 2. \$5,000.00 donation from Mitchell Communications**
152 **Group LLC to support the girls' athletics program, 3. \$500.00 from Granite State College**
153 **to support SHS Ethics Forum Hype, 4. \$1,500.00 donation from University System of New**
154 **Hampshire to support SHS Ethics Forum Hype, 5. \$1,789.18 donation from Saint Anselm**
155 **College to support SHS Ethics Forum Hype, 6. \$500.00 donation from Reaching Higher**
156 **New Hampshire, Inc. to support the Broadcasting Club, 7. \$500.00 donation from Business**
157 **Valuation and Consulting Group to support Girls Lacrosse, 8. \$500.00 donation from**
158 **Amherst Lions Club to support the SHS FIRST Robotics Club, 9. \$1,485.00 donation (15**
159 **donors) to support SHS Athletics in memory of Paul and Dorothy Sullivan, and D. Capital**
160 **Needs Assessment Approval. Mr. Pim Grondstra seconded the Motion. The vote was**
161 **unanimous, Motion passed.**

162 **Mr. Brown then called a Roll Call- Chen- Yes, Facey-Yes, Grondstra- Yes, Coughlan- Yes,**
163 **Brown-Yes, and Chen- Yes.**

164 IV. PRESENTATIONS/REPORTS

165 A. Senior Project: Morgan Brown

166 Ms. Morgan Brown then gave the Board a presentation on her Senior Project Foreign Language
167 Acquisition.

168 She discussed the topics of fluency, how a person can effectively learn a language, the optimal
169 age for learning a language, what makes learning a new language difficult, and how diverse
170 teaching relates to SHS.

171 Mr. Brown asked a question about learning a new language.

172 Principal Scully asked about the different levels of learning a language.

173 Ms. Facey asked if she had foreign language in elementary school.

174 Ms. Brown replied, yes.

175 The Board thanked Ms. Brown.

176 Mr. Chen suggested teaching languages in grades 1-8 and make it SAU wide. He then added that
177 they youngest students are more susceptible to learning a foreign language.

178 Ms. Facey added that teaching foreign language was one of their topics at ASD meetings.

179 Mr. Purvis added that he is not comfortable with removing foreign language in high school. He
180 suggested that without using it you might lose it.

181 He added that he liked the idea of starting early with foreign language and then in high school to
182 keep expanding a student's knowledge of foreign language.

183 Mr. Chen commented on Ms. McCabe's concern for low math scores.

184 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, commented
185 that they had a math presentation in the fall and that Ms. Ane Swift, Math Coordinator, was here
186 to discuss math as well. She remarked that they have been seeing improvement in scores and the
187 testing is more rigorous over the past few years.

188 Ms. Facey added that the current 4th graders have only used Math in Focus.

189 Ms. Landwehrle then discussed the standards.

190 Mr. Chen asked about Math in Focus and Integrated Math 1.

191 Ms. Landwehrle then discussed that Math proficiency is increasing.

192 Mr. Chen added that by 2018 they should be reporting that SHS in the top 10.

193 Ms. Landwehrle replied, yes.

194 Ms. McCabe commented that in the SHS Voter Guide that there is a downward trend in SAT
195 scores.

196 Ms. Landwehrle replied that she is not sure what is reported in the Voter Guide and that the
197 number might be misleading.

198 Ms. Karen Chinnis, Director of Guidance, commented on the scores that are reported.

199

200 B. 1:1 Initiative

201 Mr. Bruce Chakrin, Director of Technology, Ms. Kathy White- Dean of Faculty, and Christina
202 Len, Technology Department Team Member then discussed the SHS 1:1 initiative.

203 Principal Scully noted that SHS needs the 1:1 computing initiative to support and enhance
204 instruction and curriculum, increase instruction time, and provide equitable access for all
205 students. He added that it is something that they are excited about.

206 He then discussed the roll out and that the entire school becomes 1:1 in 3 years: Test pilot one
207 9th grade team in May 2017, Year 1 (fall 2017): remainder of 9th grade and 10th grade, Year 2
208 and 3 (fall 2018, fall 2019): 9th grade, each subsequent year (fall): 9th grade

209 He added that the device is intended for use by one student for four years
210

211 Mr. Chen asked about the cost

212 Mr. Steel added that they recognize that this is the direction that they are heading.

213 Mr. Scully then discussed the device as a Windows 10 Laptop for \$240. He added that it would
214 support: Microsoft Office 365, Google Suite, and VMware.

215 Ms. Christina Len then discussed the reallocation of budgeted funds, the shared cost by school
216 and student and the one time student tech fee of \$75, which includes insurance, repairs and
217 device management. Any loss or intentional damage will be charged a deductible.

218 Ms. Facey then asked what the students will be allowed to put on the laptops.

219 Mr. Chakrin replied that they will have control over what the student can access.

220 Mr. Brown asked if the wireless in the school can handle it

221 Mr. Steel replied that they had already budgeted for an upgrade in this year's budget.

222 Ms. Len remarked that Tech Support manages repairs and the student uses a loaner for duration
223 of repair.

224 She then discussed that BYOD is supported if the device meets minimum requirements and basic
225 connectivity tech support is provided.

226 Mr. Chen asked about the multitude of platforms. He added that if the student brings their own
227 device that the school has no control over what is on there.

228 Mr. Steel added that students can do that now with a smartphone. He noted that it is being a
229 responsible student.

230 Mr. Scully then summarized by pointing out that the 1:1 computing provides: access, consistency
231 and equity, with the whole school rollout completed in 3 years, with a device that supports
232 Microsoft Office 365 and Google Suite. He then reminded the Board that this will be budget
233 neutral.

- 234 Mr. Coughlan commented on how the devices will be used.
- 235 Ms. Len discussed that there are students that are always waiting for computing resources.
- 236 Ms. Kathy White added that by having the 1:1 device solves many problems.
- 237 Mr. Grondstra asked about the training and how ready the teachers are to have these devices.
- 238 Ms. White remarked that they are very eager for students to use laptops.
- 239 Ms. Facey asked about the \$24,000 needed for the extra laptops.
- 240 Mr. Grondstra commented that he is excited about this idea and asked about the pilot cohort.
- 241 Mr. Scully commented that the SHS could handle a larger roll out.
- 242 Mr. Coughlan suggested being cautious with the roll out.
- 243 Ms. Len replied that it might be better to do the whole grade at a time.
- 244 Mr. Steel agreed with the gradual roll out, and suggested that the budget funds come from this
245 fiscal year.
- 246 Mr. Coughlan noted the short amount of school days left.
- 247 Mr. Grondstra asked if there are any accommodations for those students that cannot afford the
248 \$75 fee.
- 249 Mr. Steel replied that they do have a program and can make decisions on a case by case basis.
- 250 Ms. Facey commented that she likes that the tenth grade having a laptop all at the same time for
251 next year.
- 252 **Mr. Pim Grondstra made a Motion to endorse the 1:1 program to buy up to 200 laptops to**
253 **accommodate this year's freshman class with any extra needed funds coming from this**
254 **year's surplus. Ms. Amy Facey seconded the Motion. The vote was unanimous, Motion**
255 **passed.**
- 256 **Mr. Brown called a Roll Call: Chen-Yes, Facey-Yes, Grondstra-Yes, Coughlan-Yes,**
257 **Brown-Yes and Purvis-Yes.**
- 258 V. INFORMATIONAL
- 259 A. FY17 SCSD April Projection
- 260 Mr. Steel noted that this now needs to be amended to reflect the changes in regards to the 1:1
261 initiative.
- 262 He then added that at this time, transportation projections for Special Education and Career and
263 Technical Education accounts are unclear and purchase orders have been unencumbered. Regular
264 Education, Interscholastic, and Field Trip transportation are expected to be on budget.
- 265 He noted that he believes that they will be in good standing.

266 The Board thanked Mr. Steel.

267 C. Coaches Handbook & Coaches Evaluation Update

268 Principal Scully noted that Director of Athletics, Mr. Dick Miller is here, however, he is in
269 another part of the building.

270 He added that they have done some research and have settled on a three part approach, a coach's
271 self-assessment, player assessment of the coach and then Mr. Dick Miller's assessment.

272 He added that they have looked at models being informational and practical.

273 Mr. Brown asked if they are using a coach's handbook now.

274 Mr. Scully replied, yes.

275 Ms. Facey asked if there is a Code of Ethics in the handbook.

276 Mr. Scully replied, yes.

277 Ms. Facey asked if the handbook would have a section for parents.

278 Mr. Scully replied, yes.

279 Mr. Brown suggested that it be electronic.

280 Mr. Scully agreed with Mr. Brown.

281 Discussion ensued.

282 The Board thanked Principal Scully.

283 VI. DISCUSSION

284 VII. ACTION ITEMS

285 Superintendent Mr. Peter Warburton discussed that they have found someone for the .5 Dean of
286 Faculty position. He then noted her qualifications.

287 Principal Scully added that the administration is recommending Ms. Natalie Berger.

288 **Mr. Steve Coughlan made a Motion to approve Ms. Natalie Berger for the .5 position Dean**
289 **of Faculty. Mr. Pim Grondstra seconded the Motion, the vote was unanimous. Motion**
290 **passed.**

291 **Mr. Brown called a Roll Call: Chen-Yes, Facey-Yes, Grondstra-Yes, Coughlan-Yes,**
292 **Brown-Yes and Purvis-Yes.**

293 VIII. PUBLIC COMMENT

294 Ms. Maggie McCabe, Amherst NH, commented about the Master Schedule and asked if it is
295 happening in May.

296 Mr. Chen then explained what a Master Schedule is for Ms. Facey.

297 Discussion ensued.

298 Mr. Grondstra then commented on the Master Schedule.

299 Ms. Facey asked about the Master Schedule in relation to the budget.

300 Mr. Steel replied that they budget on a student projection and then narrow the focus.

301 The Board thanked Ms. Maggie McCabe for her comments.

302 **Mr. David Chen made a Motion to untable the Motion from 12 1 16 (see below). Mr. Steve**
 303 **Coughlan seconded the Motion. The vote was unanimous, Motion passed.**

304 **Mr. Brown called a Roll Call: Chen-Yes, Facey-Yes, Grondstra-Yes, Coughlan-Yes,**
 305 **Brown-Yes and Purvis-Yes.**

306 **“Mr. Chen made a Motion that the Board adds a Warrant Article for RSA 198:4-b to the**
 307 **ballot this year. It would say “To see if the Souhegan Cooperative School District will vote to**
 308 **authorize, indefinitely until rescinded, to retain year-end unassigned general funds in an**
 309 **amount not to exceed, in any fiscal year, 2.5 percent of the current fiscal year’s net**
 310 **assessment, in accordance with RSA 198:4-b, II. Such fund balance retained may only be**
 311 **used to reduce the tax rate or for emergencies to be approved by the Department of Education**
 312 **under RSA 32:11.” Mr. Steve Coughlan seconded the Motion.”**

313 **Mr. David Chen then made a Motion to withdraw the untabled Motion from 12 1 16. Mr.**
 314 **Steve Coughlan seconded the Motion. The vote was unanimous, Motion passed.**

315 **Mr. Brown called a Roll Call: Chen-Yes, Facey-Yes, Grondstra-Yes, Coughlan-Yes,**
 316 **Brown-Yes and Purvis-Yes.**

317 IX. FUTURE MEETING AGENDA ITEMS

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

- 319 • Demise of Coalition of Essential Schools
- 320 • Master Schedule
- 321 • Principals Evaluation

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

323 A. Personnel

324 **Mr. Pim Grondstra made a Motion to enter into Non-Public Session RSA 91- A; 3 II (a) (b)**
 325 **(c) (d) (e) (f) (g) (h) (i) at 8:50 pm. Ms. Amy Facey seconded the Motion.**

326 **Mr. Howard Brown called a Roll Call: Chen-Yes, Facey-Yes, Grondstra-Yes, Coughlan-**
 327 **Yes, Brown-Yes and Purvis-Yes.**

328 **Minutes Recorder: Pim Grondstra**

329 **CALL TO ORDER**

330 **Howard Brown** called the meeting to order at 8:55 pm.

331 **Other persons present:** Peter Warburton, Superintendent, Rob Scully, Principal

332 **Discussion:** Personnel Matter

333 **Motion to exit non-public session made by Pim Grondstra seconded by David Chen.**

334 **Mr. Howard Brown called a Roll Call: Chen-Yes, Facey-Yes, Grondstra-Yes, Coughlan-Yes, Brown-Yes and Purvis-Yes.**

336 At 9:07 pm the Board resumed public session.

337 **MOTIONS:** None

338 **REVIEW OF MEETING/ADJOURNEMTN**

339 **9:08 pm Steve Coughlan motioned to adjourn the meeting. Seconded by Pim Grondstra.**

340 **Motion passed unanimously (6-0-0).**