

1 Amherst School Board  
2 Tuesday, August 23, 2016  
3 Souhegan High School Learning Commons  
4

5 Attendees:

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

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

12 Minute Taker: Danae Marotta

13 Public: Milton Robinson- Mont Vernon, NH.

14 I. CALL TO ORDER – Chair Amy Facey  
15

16 **Chair Ms. Amy Facey called the Meeting to order at 6:06 pm.**  
17

18 II. ANNOUNCEMENTS  
19

20 A. Principals' Reports  
21

22 Principal Porter Dodge began his Principal's Report by discussing the gym floor. He added that  
23 Mr. Robichaud was very involved in the construction and appreciated his assistance.  
24

25 He then discussed that there had been some glitches and explained that glue was coming up in  
26 little balls between the seams of a few of the boards. He added that these boards then had to be  
27 wiped down. He discussed that most gyms are climate controlled and do not have the humidity  
28 problems. He added that if you stepped on it, the glue would be all over the floor.  
29

30 He discussed that the plan is to check on it in the morning. He then added that there are 5 boards  
31 that are still a problem.  
32

33 Mr. Dodge concluded by adding that the weather conditions were not optimal this summer and  
34 there was low air flow.  
35

36 Ms. Kuzsma asked a question about the finish.  
37

38 Mr. Dodge replied, no, it did not affect the finish. He then added that you are welcome to come  
39 and look but not walk at this time.  
40

41 Mr. Dodge then discussed the recent Emergency Training in Emmetsburg, PA (the week of June  
42 20<sup>th</sup>) on Multi-Hazard Emergency Planning for Schools. He added that he had brought back lots  
43 of materials and noted that some of SHS had gone as well. He added that it was a good week of  
44 training.

45  
46 He then discussed the Maker Space opening on September 15<sup>th</sup> 2016. He added that The Town of  
47 Amherst, Amherst Middle School and Amherst Recreation Department are very excited. He  
48 added that Mr. Brad Freeman has been great in making the Lab up to date.

49  
50 He noted that they are working on a few safety issues and getting equipment brought up to code,  
51 for the students and public. He remarked that the Maker Space Movement is growing fast. He  
52 added that there are engineers that are working on the floor plan and it will be state of the art.

53  
54 Ms. Tremblay asked if there was someone on site.

55  
56 Principal Dodge replied, no, not as of yet. He added that the participants have to be checked out  
57 to use a machine and that not just anyone can just use them. He added that they will give a full  
58 report to the Board soon. He added that it is getting better fast and Mr. John Robichaud  
59 (Director of Buildings and Grounds), Mr. Bruce Chakrin (Director of Technology) and Mr. Brad  
60 Freeman (Network Manager) have been instrumental in its creation.

61  
62 Chair Amy Facey asked the Board if there were any more questions for Mr. Dodge.

63  
64 Mr. Manning asked Mr. Dodge a question about current enrollment.

65  
66 Mr. Dodge replied that the numbers are a bit off, and apologized to the Board. He added that  
67 enrollment is still 615 as of today and will rise to 617 in the next two days. He remarked that it is  
68 about 30 kids that they have gained. He mentioned that they are budgeted for 591.

69  
70 Mr. Manning asked a question about the Mont Vernon segment of enrollment.

71  
72 Superintendent Warburton asked Principal Dodge if he could talk a bit about technology for the  
73 8<sup>th</sup> graders.

74  
75 Mr. Dodge then discussed starting a one-to-one computer program with the 8<sup>th</sup> graders as a pilot.  
76 He noted that they will start with 24 in the class and that Mr. Bruce Chakrin and Mr. Brad  
77 Freeman will assist.

78  
79 He added that it is a great opportunity with technology. He remarked that the kids are savvy and  
80 it is a great time to try it.

81  
82 He finalized by stating that there is no extra money that will be needed. He added that during  
83 testing they have to move computers and it is quite challenging. He noted that every 8<sup>th</sup> grader  
84 will have a computer, and there will be two portable laptop carts.

85  
86 The Board thanked Principal Dodge.

87  
88 Mr. Manning asked if the Invest subcommittee discussed computing.  
89  
90 Superintendent Warburton replied, no, they haven't yet but the conversation is coming. He added  
91 that they will be discussing that soon and that this is a good start.  
92  
93 Mr. Manning asked if it will it be a Bring Your Own Device type of program.  
94  
95 Superintendent Warburton replied, that some school districts have received Mac Books and he  
96 wants to make sure that there is proper training.  
97  
98 Mr. Dodge noted that SHS is probably ready for BYOD, but maybe not at the Middle School. He  
99 added that grade 5 might be a little young. He added that the students are well behaved with  
100 technology.  
101  
102 Mr. Prescott commented that there might be some confusion with which device and technology  
103 that will be used.  
104  
105 Mr. Dodge replied, yes, that is a great topic for discussion. He added that this is still a pilot.  
106  
107 Mr. St. Amand discussed that a lot of professional training has been happening. He added that it  
108 is important and that Ms. Christine Landwehrle has been instrumental.  
109  
110 Principal St. Amand then added that enrollment is approximately 679. He remarked that the 3<sup>rd</sup>  
111 grade has gotten another new student.  
112  
113 He then discussed that the buildings look good and that all were very helpful with getting things  
114 completed. He added that they are in good shape to start the year and that all positions are filled.  
115  
116 He added that he will keep the Board up to date with any changes or updates.  
117  
118 Ms. Facey asked the Board if they had any other questions for Principal St. Amand.  
119  
120 She then asked if the Principals can change their Reports to reflect Strategic Plan Pillars.  
121  
122 Mr. St. Amand replied, yes, we can do that.  
123  
124 Mr. Manning asked if it would be challenging to align the day-to-day operations with the  
125 Strategic Pillars.  
126  
127 Discussion ensued.  
128  
129 The Board thanked Principal St. Amand.  
130  
131 B. Committee reports  
132

133 Mr. Manning noted that the Advance Committee has not yet met.

134

135 Ms. Facey discussed that the Streamline Committee has been meeting all summer, gathering info  
136 about school district consolidation and the financial impact.

137

138 She added that the Warrant Committee for Amherst is meeting next week. The Streamline  
139 Committee plans to do an individual presentation at the SAU meeting.

140

141 Superintendent Warburton noted that the consensus is that the Strategic Plan has slowed down a  
142 bit. He added that tomorrow they will begin internalizing and revitalizing the plan.

143

144 He added that they have more things coming at the Sept 22<sup>nd</sup> SAU meeting.

145

146 He concluded that he greatly appreciates the work that has been done so far.

147

148 Ms. Kuzsma asked if there was a way to do online meetings or conference calls.

149

150 Discussion ensued.

151

### 152 III. PUBLIC COMMENT

153

154 Mr. Milton Robinson, Mont Vernon resident, remarked that he would like to discuss starting a  
155 boys and girls Lacrosse team. He added that it is a booming sport and there will be great interest  
156 in it. He then discussed that it would be a real benefit to the school and added that it would be  
157 another after school activity.

158

159 Mr. Manning asked Mr. Robinson if he has talked to the Amherst Lacrosse Club.

160

161 Mr. Robinson replied, yes, they are behind it and very supportive of the idea.

162

163 Mr. Jim Manning asked Mr. Robinson if he discussed this with Mr. Brad Bishop.

164

165 Mr. Robinson replied, yes, he also was encouraging and thought it would be a great idea.

166

167 Mr. Manning asked a question about cost.

168

169 Mr. Robinson replied, between \$10-12K, including everything, for coaches, uniforms and  
170 transportation (boys and girls). He also added that it varies where they are going.

171

172 Mr. Prescott asked a question about the equipment needed.

173

174 Mr. Robinson replied that the kids will have their own, helmets and stick. He noted that it would  
175 just be uniforms and balls that would be required. He added that there might be goalie equipment  
176 that would be needed.

177

178 Mr. Dodge discussed that it would not be in the Budget for this year.

179  
180 Mr. Manning added that they would have to get outside funding.  
181

182 Discussion ensued over funding and shared transportation.  
183

184 Ms. Facey suggested Practice Squads.  
185

186 Discussion ensued.  
187

188 Ms. Facey asked the Board if there were any more questions.  
189

190 The Board thanked Mr. Robinson.  
191

192 Ms. Facey remarked that a Motion needed to be made on this topic.  
193

194 **Mr. Jim Manning made a Motion to support a one-year 2016-2017, one year pilot, for a**  
195 **single girls and single boys' lacrosse team contingent on funding. Mr. Paul Prescott**  
196 **seconded the Motion. The vote was unanimous, Motion passed.**  
197

198 Discussion ensued over funding and interest.  
199

200 Mr. Robinson discussed a Practice Squad and not needing too much, just an extra coach.  
201

202 Mr. Manning noted that the practice squads are a good idea.  
203

#### 204 IV. CONSENT AGENDA

##### 205 A. Minutes

206 1. March 23, 2016

207 2. June 16, 2016

##### 208 B. Treasurer's report

209 1. May 2016

210 2. June 2016

211 3. July 2016

##### 212 C. Retirement rescind letter

##### 213 D. Budget transfers

214  
215  
216 **Ms. Elizabeth Kuzsma made a Motion to accept the Consent Agenda items A. Minutes 1.**  
217 **March, 23<sup>rd</sup>, 2016, 2. June 16<sup>th</sup> 2016, B. Treasurer's Report 1. May 2016, 2. June 2016, 3.**  
218 **July 2016, C. Retirement Rescind Letter and D. Budget Transfers. Ms. Galen Tremblay**  
219 **seconded the Motion. The vote was unanimous Motion passed.**  
220

#### 221 V. PRESENTATIONS/REPORTS

##### 222 A. Mentoring Program

223  
224

225 Ms. Christine Landwehrle discussed starting a Mentor Pilot Program in Amherst.

226  
227 She noted that they did a lot of revisions with the Professional Development program and that  
228 there was a need for it. She discussed that they had meetings with the Principals just to see if it  
229 could be supported. She added that they started with ideas just in these beginning stages.

230  
231 She remarked that she got a lot of interest from teachers at Clark/Wilkins, AMS and the Mont  
232 Vernon Village School. She added that SHS has a smaller program already in place.

233  
234 She then went over the Participation, with teachers new to the District (9 teachers at AMS and 5  
235 teachers at CW). She then discussed funding and to use funds from the CFG coach stipends.

236  
237 She then reviewed the Formal Meetings. One time per month for mentors (1 hour) and 2 times  
238 per month for mentees (30 minutes).

239  
240 She then discussed Informal Meetings, and that mentors and mentees will meet on a routine basis  
241 as needed.

242  
243 She then noted that she would review the Mentoring Program Roles, including the Steering  
244 Committee, Mentor Program Facilitator, Mentor and the Mentee.

245  
246 Ms. Kuzsma asked a question about the focus of the Mentoring Program.

247  
248 Ms. Landwehrle noted the different categories of interest.

249  
250 Ms. Facey asked a question about Thoughtful Classroom.

251  
252 Ms. Kuzsma noted that a lot of new hires are not brand new teachers.

253  
254 Ms. Landwehrle replied, yes, and that they would need support with newness to the District.

255  
256 She then discussed the Steering Committee. She added that they have developed a mentoring  
257 program (one day). She added that there is ongoing monitoring and evaluating of the mentor  
258 program. She added that they will make recommendations for future programs.

259  
260 She then discussed the role of the Mentor Program Facilitator. She discussed that they would be  
261 overseeing training of mentors and mentees. She discussed that there would be two facilitators in  
262 each building, the Mentor Program Facilitator and Mentee Program Facilitator. She added that  
263 they would be responsible for planning and facilitating mentor meetings (1 time per month) or  
264 mentee meetings (2 times per month). She discussed that they would report to Administrators  
265 and the Steering Committee on the progress.

266  
267 She discussed that the Mentor would attend formal training in mentoring, be willing to be  
268 observed by their mentee, meet with the mentee on a regular basis and establish a confidential  
269 relationship.

270

271 Ms. Landwehrlre then discussed Mentor Eligibility. She mentioned that they would have to have  
272 three years of successful “in-house” experience, be able to maintain a confidential relationship,  
273 committed to assisting colleagues in quest for new strategies and techniques, be flexible and  
274 open to change, be able to discuss problems and solutions- offering constructive feedback and be  
275 willing and able to invest time to develop mentoring skills.

276  
277 She then discussed the Mentee. She added that they would attend training (2 times per month),  
278 be able to observe their mentor, meet with their mentor on a regular basis and participate in peer  
279 coaching.

280  
281 She then went over the Mentor Program Meeting Topics, including an overview of the program,  
282 non-evaluative feedback, reflective listening, peer coaching, mentee observation, stress  
283 management, and staying positive.

284  
285 Lastly, she reviewed the Mentee Program Meeting Topics, including, Open House, conferences,  
286 parental communication, building procedures, being absent/sub plans/ AESOP, progress reports,  
287 Special Education, RTI-Meetings- data collection- using data, Classroom Management/  
288 Discipline Procedures, Grading/ Expectations/ Report Cards, Homework, Professional Learning  
289 Opportunities and Observation Process- Thoughtful Classroom.

290  
291 Superintendent Warburton added that teachers have been asking for this for a long time.

292  
293 Discussion ensued over the interest.

294  
295 Ms. Kuzsma asked if there was a system of checks and balances in place.

296  
297 Ms. Landwehrlre added that the Mentee would provide feedback and that they can do an interim  
298 survey.

299  
300 Ms. Kuzsma asked a question about the stipend frequency.

301  
302 Mr. Dodge then discussed the difference in the athletic stipend.

303  
304 Discussion ensued over the amount of the stipend.

305  
306 Ms. Landwehrlre discussed that it is the Board that sets the stipend rate.

307  
308 **Mr. Paul Prescott made a Motion to support the Mentor Pilot Program with a rate of 500\$**  
309 **stipend for Facilitators and Mentors. Ms. Elizabeth Kuzsma seconded the Motion. The vote**  
310 **was unanimous, Motion passed.**

311  
312 VI. DISCUSSION ITEMS

313  
314 A. Annual Report Card/Dashboard

315

316 Ms. Landwehrle discussed that the Mont Vernon School Board is looking at developing an  
317 Annual Report Card/ Dashboard website and are looking at the different metrics that can be used  
318 for data. She noted that this is not just for assessment scores. She then discussed the idea of a  
319 School Report Card. She noted that it would be more static.

320  
321 She then discussed that a lot of the websites are pretty sophisticated with full-time webmasters.  
322 She noted that they are in the very beginning stages and wanted the Amherst Board to know  
323 what was going on.

324  
325 Ms. Facey added that there is definitely interest.

326  
327 Ms. Landwehrle added that maybe at the next meeting they could brainstorm some ideas.

328  
329 Mr. Manning asked if there were some common metrics.

330  
331 Ms. Landwehrle replied, that they can discuss some metrics and look at what should be included.  
332 She then suggested ideas such as, student to teacher ratio, computer ratio and possibly teacher  
333 certifications. She added that they can look at sample websites and share ideas.

334  
335 Ms. Facey then added some ideas for information and possibly using it for goal setting.

336  
337 Mr. Manning asked a question about research to support educational outcomes.

338  
339 Ms. Landwehrle then discussed that they have to decide as a District what the outcomes that they  
340 would like to track are.

341  
342 Mr. Manning then clarified his idea of empirical data.

343  
344 Ms. Kuzsma then added that there is some information that might affect the community and  
345 asked if they are using it as a marketing tool to get people into the community.

346  
347 Discussion ensued over the information that could be included.

348  
349 Superintendent Warburton added there are some other websites and what they can place on the  
350 dashboard.

351  
352 Ms. Facey asked a question about what the next possible steps are to implementing this idea.

353  
354 Ms. Landwehrle replied that they can brainstorm some ideas for what to place on the dashboard.

355  
356 Ms. Facey then asked the Board what they think about this topic.

357  
358 Ms. Landwehrle noted that they can look at other websites for ideas.

359  
360 Mr. Manning then asked a question about what are some other example websites to look at  
361 besides Dover.



362  
363 The Board thanked Ms. Landwehrle.

364  
365 VIII. ACTION ITEM

366  
367 A. DOE/MS25  
368

369 Ms. Betty Shankel then discussed the DOE/MS 25 due to the Dept. of Education at the year end.

370 She then discussed that there was a \$23,987.51 difference in the area of Food Service (see  
371 Budget Transfer on page 64 of the ASB 8 23 16 Agenda). She noted that they had tried to get  
372 some extra funds in the Budget to help with food service, but that did not happen. She added that  
373 next year they will be fine and recommended that they have a \$10k buffer for Food Service in  
374 the future.

375 She concluded that it is an unaudited statement and not until December 2016 will it be audited.  
376 She added that they will use that number for the taxes.

377 **Ms. Galen Tremblay made a Motion to accept the Budget Transfer number 201613 in the**  
378 **amount of \$23,987.51 from the General Fund to Food Service. Mr. Manning seconded the**  
379 **Motion. The vote was unanimous, Motion passed.**

380 Ms. Shankel then discussed that they try to have this document ready by Sept 1<sup>st</sup>.

381 **Mr. Jim Manning made a Motion to authorize the School Board Chair, Superintendent of**  
382 **Schools and School Board Members to sign the DOE/ MS 25 for year ending June 30<sup>th</sup>**  
383 **2016. Mr. Paul Prescott seconded the Motion. The vote was unanimous, Motion passed.**

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

385 **Ms. Amy Facey made a Motion to enter into Non-Public Session RSA 91-A: 3 II. (a) (b) and**  
386 **(c) at 8:23 pm. to discuss professional nominations Ms. Galen Tremblay seconded the**  
387 **Motion. The vote was unanimous, Motion passed.**

388 Chair Amy Facey called a Roll Call: Prescott-yes, Manning-Yes, Facey- Yes, Kuzsma- Yes, and  
389 Tremblay-Yes

390 **At 8:57 p.m. Ms. Beth Kuzsma made a Motion to exit non-public session. Ms. Galen**  
391 **Tremblay seconded the Motion. The vote was unanimous, Motion passed.**

392 Chair Amy Facey called a Roll Call: Prescott-yes, Manning-Yes, Facey- Yes, Kuzsma- Yes, and  
393 Tremblay-Yes

394 **Mr. Jim Manning made a Motion to accept professional nominations as presented by the**  
395 **Superintendent. Mr. Paul Prescott seconded the Motion. The vote was unanimous. Motion**  
396 **passed.**

397 **At 9:00 p.m. Ms. Galen Tremblay made a Motion to adjourn the meeting. Mr. Jim**  
398 **Manning seconded the Motion. The vote was unanimous, Motion passed.**