

1 Souhegan Cooperative School Board

2 Tuesday, January 5th, 2021

3 Meeting Minutes- Approved 02 15 2021

4 Attendees via Zoom:

5 Administrative Team: Adam Steel- Superintendent of Schools, Christine Landwehrle- Assistant
6 Superintendent, Michele Croteau- SAU #39 Business Administrator, and Meg Beauchamp-
7 Director of Student Services.

8 Souhegan Cooperative School Board: Chair- Pim Grondstra, Vice Chair- Amy Facey, Secretary-
9 Stephanie Grund, Steve Coughlan, George Torres, John Glover and Laura Taylor.

10 Board Minutes: Danae A. Marotta

11 Public: Community Members

12 I. Souhegan Cooperative School Board Chair Opening

13 **Chairman of the Souhegan Cooperative School Board, Mr. Pim Grondstra, called the**
14 **meeting to order at 6:01PM.**

15 Today, we will be conducting a school board meeting of the Souhegan Cooperative School
16 Board.

17
18 Before we get started, I'll read through a checklist to ensure that the meeting that we are holding
19 is in compliance with the Right-to-Know Law.

20
21 As Chairperson of the Souhegan Coop. Board, I find that due to the state of emergency declared
22 by the Governor as a result of the Covid-19 pandemic, and in accordance with the Governor's
23 Emergency Order Number #12, pursuant to Executive Order 2020-04 and its extensions, this
24 public body is authorized to meet electronically. Please note that there is no physical location to
25 observe and listen contemporaneously to this meeting which was authorized pursuant to the
26 Governor's Emergency Order.

27
28 In accordance with the Emergency Order, I am confirming that:

- 29
- 30 1. We are providing public access to the meeting by telephone, with additional access
31 possible by video and other electronic means. We are utilizing Zoom for this electronic
32 meeting. All members of the committee and selected staff have the ability to
33 communicate contemporaneously in this meeting through this platform. And the public
34 has access to contemporaneously watch and or listen to the meeting on Zoom and via
35 phone by following the directions and links provided on our website: www.sau39.org.
36
 - 37 2. We have provided public notice of the necessary information for accessing the meeting.
38

- 39 3. We are providing a mechanism for the public to alert the public body during the meeting
40 if there are problems with access. If anyone has a problem, please email
41 awallace@sau39.org.
42
- 43 4. In the event the public is unable to access the meeting will be adjourned and
44 rescheduled.
45
- 46 5. Please note that all votes taken during this meeting shall be done by roll call vote.
47
- 48 6. Finally, let's start the meeting by taking a roll call attendance. When each member states
49 their presence please also state where they are and if anyone else is in the room with you
50 during this meeting, which is required under the Right-to-Know Law.
51

52 Roll Call: Coughlan- Home and alone, Torres- Home and alone, Facey- Home and alone, Taylor-
53 Car and alone, Grund- Home and alone, Glover- Home and alone, Grondstra- Home and alone
54 and Torres- home and alone.
55

56 II. Public Input I of II

57
58 No Public Comment
59

60 III. Public Hearing Planning

61
62 Superintendent, Mr. Adam Steel, noted that the meeting tonight is to discuss what they are
63 planning on bringing to their Public Hearing. SAU #39 Business Administrator, Ms. Michele
64 Croteau, will walk them through the entire process.
65

66 Ms. Croteau added that she will share the presentation from last year as a starting point. They
67 can then keep of change items. She can update the financial pieces. She will share it individually
68 and then share it on the screen as well. Additionally, the board would want to formally adopt a
69 budget number tonight.
70

71 She explained the presentation format and questioned what the board would like to accomplish
72 with this presentation.
73

74 Mr. Grondstra commented that he would not like to show as much information as they did last
75 year.
76

77 He inquired if this is the presentation from the Deliberative Session.
78

79 Ms. Croteau replied, no, this is the Public Hearing presentation.
80

81 Mr. Grondstra suggested that they get to the main points.
82

83 Ms. Croteau asked if she should take out slides 5-12.
84

85 Mr. Coughlan remarked that they should leave slide 12 in the presentation.
86
87 Ms. Grund echoed Mr. Coughlan.
88
89 Mr. Grondstra asked if they could put in something that relates to their strategic direction.
90
91 Mr. Torres suggested that the objectives go first then the financial information after.
92
93 Mr. Grondstra echoed Mr. Torres.
94
95 Ms. Facey commented that they should reference where they were and where they are. At the
96 Deliberative Session they can go into greater detail.
97
98 Ms. Croteau mentioned that the board has edit rights to the presentation.
99
100 Mr. Grondstra replied that he has moved a slide regarding “what every child deserves”.
101
102 He suggested that they let the public know goals and ways of accomplishing them.
103
104 Ms. Facey remarked that should highlight their SAT scores.
105
106 Ms. Taylor mentioned that nothing with Covid was normal.
107
108 Ms. Grund noted that the test scores were very high
109
110 Ms. Facey replied that she would hate not to celebrate it as it was a long-term goal.
111
112 Mr. Torres echoed Ms. Facey.
113
114 Ms. Croteau inquired what else would the Board like to highlight.
115
116 Mr. Glover replied the revenue and funds saved for Special Education.
117
118 Ms. Facey asked Ms. Croteau for her suggestions.
119
120 Ms. Croteau replied, administrative restructuring, and facilities.
121
122 Mr. Torres suggested that they explain the some of the biggest drivers and if that can be affected
123 by some of the decisions that they make.
124
125 Ms. Croteau added that they replaced the lockers.
126
127 Mr. Glover mentioned that they should fit one of the strategic vision cogs and that can be its own
128 slide.
129

130 Ms. Croteau facilities, leadership, distance learning, facilities and how the reserve fund ties
131 together.
132
133 Ms. Facey added that she is in support of Mr. Glover's idea and suggested that it be linear and
134 organized.
135
136 Ms. Grund suggested that it connect to the budget categories.
137
138 Mr. Grondstra replied that they used to do it like that.
139
140 Mr. Glover mentioned that the challenge is that there is so much money in the default
141 calculation.
142
143 Mr. Grondstra asked how they would like to break out the sections of the presentation.
144
145 Ms. Facey responded that she will speak to facilities.
146
147 Mr. Coughlan added that they only have one hour for speaking and the public will have
148 questions.
149
150 Ms. Facey inquired about Mr. Coughlan's thoughts.
151
152 Mr. Coughlan replied that he is waiting to see.
153
154 Ms. Grund they will have a lot of movement and take up a lot of time.
155
156 Mr. Torres added that they should have one voice.
157
158 Mr. Coughlan noted that it will be over Zoom.
159
160 Mr. Grondstra remarked that in the past there has been less people at the Public Hearing and
161 more at the Deliberative Session.
162
163 Mr. Coughlan noted that he had reviewed the minutes from the last Public Hearing. He explained
164 the order of speakers; two board members presented the budget and two for the warrant articles.
165
166 Mr. Torres suggested that they start with the goals and objectives, then the financials while
167 keeping it at the macro level.
168
169 Ms. Taylor added that should explain how Covid fits in.
170
171 Mr. Coughlan responded that it belongs in the Deliberative Session.
172
173 Mr. Grondstra mentioned that typically Deliberative is where they add more context. It is a good
174 slide to develop for Deliberative.
175

176 Mr. Steel added that the revenue numbers are reflected here and have been greatly affected by
177 Covid. It resulted in the taxes in both towns with a significant jump. It might be important, and
178 some people may not understand the context.

179
180 Mr. Coughlan replied that they should discuss the tax bill.

181
182 Ms. Croteau mentioned that she will not have the full revenue picture for the public hearing.

183
184 Mr. Glover recommended putting the strategic vision slide first. The goal is to encourage the
185 voting public to understand that they have created a sensible plan.

186
187 Ms. Taylor asked if it was possible to let the public know how many students participated in a
188 fall sport. It was remarkable.

189
190 Ms. Grund added that they should highlight that the teachers were teaching in dual modalities.

191
192 Ms. Taylor remarked that they can highlight the AP scores.

193
194 Ms. Croteau inquired if the board wanted a slide for each AFC category.

195
196 Mr. Glover replied, no.

197
198 Mr. Torres suggested that they highlight a few drivers and some expenses are non-discretionary.

199
200 Mr. Coughlan inquired about the amount of money that they have saved with the special
201 programs.

202
203 Director of Student Services, Ms. Meg Beauchamp, replied that she has completed a cost
204 comparison. She is happy to give them that information, including the actual cost savings for the
205 budget that they are proposing.

206
207 Mr. Grondstra asked if they should add one for Curriculum.

208
209 Mr. Glover replied, yes. They are facing declining enrollment. Additionally, they have lowered
210 the default budget calculation by removing positions that were not going to be filled.

211
212 Ms. Grund added that they need to speak to the PPC agreement and why they are seeing
213 increases and decreases.

214
215 Ms. Croteau asked if they want to take out slides 20-23 and have something more summarized.

216
217 Mr. Grondstra replied, yes.

218
219 Mr. Glover replied that they can reduce the slides to bullet points.

220
221 Mr. Grondstra added that they are doing what they say that they wanted to do.

222
223 Ms. Croteau asked how they want to proceed going forward.
224
225 Mr. Grondstra questioned the board for their thoughts. It will need to be finalized soon.
226
227 Ms. Facey volunteered to speak to the warrant article for the maintenance and the Turf Field.
228
229 Mr. Coughlan commented that there should be three speakers total.
230
231 Ms. Grund volunteered to speak to the financial slides.
232
233 Mr. Glover added that they should have some collaboration on the slides with a non-quorum.
234
235 Ms. Facey mentioned that it is straight forward. She can create a mini-script and add it to the
236 comments.
237
238 Mr. Coughlan mentioned that the person assigned to the slides should be completely
239 comfortable.
240
241 Ms. Grund volunteered to do all the financial slides.
242
243 Mr. Coughlan added that she should speak to them all.
244
245 Ms. Croteau mentioned that this is a live document.
246
247 Ms. Grund suggested that they should take out slide 5.
248
249 Mr. Glover inquired if the slides are archived somewhere.
250
251 Ms. Croteau replied that this is coming from last year's presentation.
252
253 Mr. Glover commented that it would be helpful to see the presentations side by side.
254
255 Ms. Croteau inquired who will want to work on those few slides.
256
257 Mr. Grondstra added that he will be speaking to those.
258
259 Mr. Glover volunteered to work with Mr. Grondstra.
260
261 Mr. Grondstra asked if they need a summary at the end.
262
263 Ms. Croteau replied that they can delete that. She asked where Mr. Grondstra would like to speak
264 till.
265
266 Mr. Grondstra replied that he can read through the Operating Budget warrant article.
267

268 Ms. Grund asked Ms. Croteau if she can update the slide on Cost per Pupil.

269

270 Mr. Glover commented on the process; it seems like there is one more task.

271

272 Ms. Taylor inquired when will the slides be completed.

273

274 Mr. Grondstra replied no later than Monday evening.

275

276 Ms. Croteau replied tomorrow or the morning after. She will send out a notice when it is in there.

277

278 Ms. Facey added that she will get it done by the end of the weekend.

279

280 Mr. Torres noted that he will be available to help as well.

281

282 Mr. Glover added that he would be helpful to have the information the sooner the better.

283

284 Ms. Croteau inquired if the board felt comfortable with the process.

285

286 The board replied, yes.

287

288 Mr. Glover asked about document control.

289

290 Ms. Croteau mentioned that if you are not presenting the slide then you should comment below
291 and not change the slide directly.

292

293 IV. Non-Public Session

294

295 **Mr. Coughlan motioned to enter into Non-Public Session RSA 91 A:3 II (c) at 7:26 PM. Ms.**
296 **Facey seconded the motion. The vote was unanimous, motion passed.**

297

298 **Roll Call: Pim Grondstra – Yes, Steve Coughlan – Yes, Amy Facey – Yes, John Glover –**
299 **Yes, Stephanie Grund – Yes, Laura Taylor – Yes, and George Torres – Yes**

300 Other persons present during nonpublic session:

301 Adam Steel, Superintendent and Meg Beauchamp, Director of Student Services

302

303 Description of matters discussed, and final decisions made. Note: Any votes taken must be
304 recorded “in such a manner that the vote of each member is ascertained and recorded”:

305

306 Impact of Special Education Services on budget for current year FY’ 21 and next year FY’22.

307

308 V. Public Session

309

310 **Mr. Coughlan motioned to exit Non-Public Session at 7:49 PM. Ms. Facey seconded the**
311 **motion. The vote was unanimous, motion passed.**

312

313 **Roll Call: Pim Grondstra – Yes, Steve Coughlan – Yes, Amy Facey – Yes, John Glover –**
314 **Yes, Stephanie Grund – Yes, Laura Taylor – Yes, and George Torres – Yes**

315

316 No motion needed to seal the minutes

317

318

319

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324