

1 Souhegan Cooperative School Board

2 Monday, April 12<sup>th</sup>, 2021

3 Meeting Minutes- Not Approved

4 Attendees via Zoom:

5 Administrative Team: Adam Steel- Superintendent of Schools, Christine Landwehrle- Assistant  
6 Superintendent, Meg Beauchamp- Director of Student Services, and Mike Berry- Principal of  
7 SHS

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

10 Board Minutes: Danae A. Marotta

11 Public: Lisa Eastland, 19 River Road, Amherst NH, Ms. Delaney Facques, SHS Community  
12 Council Liaison.

13 I. Souhegan Cooperative School Board Chair Opening

14 **Chairman of the Souhegan Cooperative School Board, Mr. Pim Grondstra, called the**  
15 **meeting to order at 7:00PM.**

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

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

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

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

- 30
- 31 1. We are providing public access to the meeting by telephone, with additional access  
32 possible by video and other electronic means. We are utilizing Zoom for this electronic  
33 meeting. All members of the committee and selected district staff have the ability to  
34 communicate contemporaneously in this meeting through this platform. And the public  
35 has access to contemporaneously watch and or listen to the meeting on Zoom and via  
36 phone by following the directions and links provided on our website: [www.sau39.org](http://www.sau39.org).  
37
  - 38 2. We have provided public notice of the necessary information for accessing the meeting.  
39

- 40 3. We are providing a mechanism for the public to alert the public body during the meeting  
41 if there are problems with access. If anyone has a problem, please email  
42 [awallace@sau39.org](mailto:awallace@sau39.org).  
43
- 44 4. In the event the public is unable to access the meeting will be adjourned and  
45 rescheduled.  
46
- 47 5. Please note that all votes taken during this meeting shall be done by roll call vote.  
48
- 49 6. Finally, let's start the meeting by taking a roll call attendance. When each member states  
50 their presence please also state where they are and if anyone else is in the room with you  
51 during this meeting, which is required under the Right-to-Know Law.  
52

53 Roll Call: Coughlan- Home and alone, Grund- Home and alone, Glover- Home and alone, and  
54 Grondstra- Home and alone, Taylor- Home and alone.  
55

56 Mr. Grondstra noted a moment of silence for Mr. Dave Bellamy.  
57

## 58 II. Public Input I of II 59

60 Mr. Grondstra commented to the public to use the "raise your hand" feature. Each participant is  
61 allotted 3 minutes.  
62

63 Ms. Lisa Eastland, 19 River Road, Amherst NH, member of the SHS PTA Project Graduation  
64 committee noted that she wanted the update the board on the plan and what is going on. Project  
65 Graduation will be held on the turf field at 9:30PM. There will be music, food, a hypnotist and  
66 they will end the night with fireworks at midnight. They are selling the senior signs and the  
67 advertisement will be on social media. She asked for comments or questions.  
68

69 Mr. Grondstra asked about weather related changes.  
70

71 Ms. Eastland replied that they are covered for the 4<sup>th</sup> and the 5<sup>th</sup>. She added that the hypnotist  
72 will let them know about the 6<sup>th</sup>. She noted that people can donate at the Souhegan PTSA  
73 website.  
74

75 Mr. Grondstra asked for further public comments.  
76

77 There were no more public comments.  
78

79 He added that they will have a second public comment period later on in the meeting.  
80

## 81 III. Committee Updates 82

83 Mr. Coughlan noted that PPC will be meeting on Thursday regarding the change in the start  
84 times.  
85

86 Ms. Delaney Facques, Community Council Liaison, mentioned that at Souhegan there are two  
87 appeal boards, the Community Review Board and the Judiciary Board where students have the  
88 opportunity to appeal after they receive a consequence from the administration. This past  
89 meeting, they passed a proposal that would require “miranda rights” by the Dean of Students.

90  
91 Next week is Fang Fest and it is organized in a safe way. Since this past segment, they have had  
92 past students and staff in the building. All 5 of her teachers are in person and it is great to have  
93 those connections as well.

94  
95 The Board thanked Ms. Facques.

96  
97 IV. Board Seat Appointment

98  
99 Mr. Grondstra noted that Vice-chair, Ms. Amy Facey, has resigned her position on the Souhegan  
100 Cooperative School board in March. They have 5 Letters of Interest that they have received, and  
101 it is up to the Amherst members to decide who will take Ms. Amy Facey’s seat until the next  
102 March election. He added that they did a top two type of voting and then narrowed it down from  
103 there.

104  
105 He opened the floor for the discussion.

106  
107 Ms. Grund remarked that there is one candidate that stands out. She noted that Ms. Christine  
108 Peters is a strong candidate for this position.

109  
110 Mr. Glover noted that he appreciated the letters that were put in. He thought that one person  
111 stood out as well. Ms. Peters brings that experience that they are looking for with experience  
112 with transcripts and other things they are trying to implement at the school wide level. It looked  
113 like the obvious choice.

114  
115 Ms. Taylor added that she as well noted that Ms. Peters had a lot to contribute. She appreciated  
116 everyone expressing interest.

117  
118 Mr. Grondstra commented that it sounds like they will take it to a vote.

119  
120 **Ms. Taylor motioned to nominate Ms. Christine Peters to take Ms. Amy Facey’s Souhegan**  
121 **Board Seat. Ms. Grund seconded the motion. The vote was unanimous, motion passed.**

122  
123 **Mr. Grondstra called a roll call: Coughlan- Yes, Grund- Yes, Taylor- Yes and Glover- Yes.**

124  
125 Mr. Glover noted that Ms. Peters is in their attendees. It would make sense for her to weigh in.

126  
127 Mr. Grondstra added that there is a way that she can be sworn in and be part of the discussions.

128  
129 Superintendent, Mr. Adam Steel, commented that she is able to take the oath remotely. He is no  
130 longer a JP.

131

132 Mr. Coughlan added that he is able to do that.

133

134 Mr. Steel noted that he can share them on the screen and Ms. Peters can do that.

135

136

137 Ms. Peters commented that she did not expect them to move along so quickly. She read the  
138 following:

139

140 *"I Christine Peters of Amherst NH, do solemnly swear that I will bear faith and true allegiance*  
141 *to the United States of America and the State of New Hampshire and will support the*  
142 *Constitution thereof so help me God. I Christine Peters do solemnly swear and affirm that I will*  
143 *faithfully and impartially discharge and perform all of the duties incumbent on me as a school*  
144 *board member of the Souhegan Cooperative District according to the best of my abilities*  
145 *agreeably to the rules and regulations of the Constitution and the laws of the state of New*  
146 *Hampshire so help me God.*

147

148 Mr. Coughlan congratulated Ms. Peters and welcomed her to the Board.

149

150 Mr. Grondstra added that they need an interim Vice Chair.

151

152 **Mr. Glover nominated Ms. Grund for Souhegan Cooperative Board Vice Chair. Ms.**  
153 **Taylor seconded the motion. The vote was unanimous, motion passed.**

154

155 **Mr. Grondstra called a Roll call: Taylor- Yes, Glover- Yes, Peters- Yes, Grund- Yes,**  
156 **Coughlan- Yes, Grondstra- Yes.**

157

158 Mr. Grondstra added that they need an interim Secretary.

159

160 **Mr. Glover volunteered to be SCSB Secretary. Mr. Grondstra seconded the motion. The**  
161 **vote was unanimous, motion passed.**

162

163 **Mr. Grondstra called a Roll call: Taylor- Yes, Glover- Yes, Peters- Yes, Grund- Yes,**  
164 **Coughlan- Yes, Grondstra- Yes.**

165

166 Mr. Grondstra added that there needs to be a Community Council Liaison.

167

168 **Ms. Grund nominated Ms. Taylor for SHS Community Council Liaison. Mr. Grondstra**  
169 **seconded the motion. The vote was unanimous, motion passed.**

170

171 **Mr. Grondstra called a Roll call: Taylor- Yes, Glover- Yes, Peters- Yes, Grund- Yes,**  
172 **Coughlan- Yes, Grondstra- Yes.**

173

174 V. Consent Agenda

175

176 **Ms. Grund motioned to accept the Consent Agenda items 1. March 16th, 2021 Draft**  
177 **Minutes 2. SCSD Projected UFB 02 28 2021, 3. FY' 21 Cap Reserve Trust Funds February**

178 **2021 , 4. Feb 2021 Treasurer’s Report, 5. SCSD March Facilities Report, 6. April 2021**  
179 **Principal’s Report, 7. Summer Title I Program Update, and 8. Unassigned Fund Balance**  
180 **Projection Report. Mr. Coughlan seconded the motion.**

181

182 Mr. Grondstra asked for discussion.

183

184 Ms. Taylor added that she would like to pull #1, #2, #6, #7 and #8.

185

186 Ms. Grund requested #2, #6, #7 and #8.

187

188 Mr. Coughlan noted a point of order. The reports from other people, unless they are going to  
189 discuss them there is really no point in pulling them. They are statements of fact. He suggested  
190 that they do not need to pull them. The UFB is on the agenda later and will be discussed. It is the  
191 way that it should work.

192

193 Mr. Glover mentioned that he had a similar question about that the number of items that are in  
194 the Consent Agenda, for example the Principal’s Report. Now, there are a lot of items that are  
195 packed into the Consent Agenda. He inquired about the efficient way to discuss the items in  
196 there.

197

198 Mr. Grondstra asked Mr. Coughlan for his opinion.

199

200 Mr. Coughlan added that the things that are likely to generate discussion should probably not be  
201 in the consent agenda.

202

203 Mr. Steel responded that the general idea of the consent agenda is that it is somewhat of a  
204 judgement call about things that are not likely to create much of discussion. In some boards,  
205 some things go without discussion and int others they do not that is partially getting to the boards  
206 as well.

207

208 Mr. Grondstra remarked that going forward the Principal’s Report should be a separate topic and  
209 the other ones can go either way. They can do this on a case by case basis.

210

211 He asked for changes to the #1 March 16<sup>th</sup> Draft Minutes.

212

213 Ms. Taylor replied change in line #103:

214

215 *“Mr. Steel noted that they will get that to her when it is published” .*

216

217 Changed to:

218

219 *“Mr. Steel noted that they will get that to her when it is produced” .*

220

221 Ms. Taylor noted the change in lines starting at #185.

222

223 Changed from:

224 *“Principal Berry replied that they are beginning at looking at creating more flexibility with the*  
 225 *10<sup>th</sup> grade experience and running it differently than done in previous years. They are going to*  
 226 *talk about the personal pathways for education. They went through a process, similar to the*  
 227 *daily schedule process, and they will be scheduling the 10<sup>th</sup> grade students differently.”*

228

229 Changed to:

230

231 *“Principal Berry replied that they are beginning at looking at creating more flexibility with the*  
 232 *10<sup>th</sup> grade experience and running it differently than done in previous years. They are going to*  
 233 *talk about the personal pathways for education. They went through a process, similar to the*  
 234 *daily schedule process, and they will be scheduling the 10<sup>th</sup> grade students differently starting in*  
 235 *the 2021-2022 school year this coming fall.”*

236

237 Ms. Taylor noted the change on line #243.

238

239 *“Mr. Steel replied that they subscribe to a service that the NHCH provides. They gather the*  
 240 *information on their graduates, and they provide them with demographic information that they*  
 241 *have on file, like their name, D.O.B. etc. They match that with data they have with all of the*  
 242 *universities in the country and let them know the progress of their graduates in completing*  
 243 *degrees.”*

244

245 Changed to:

246

247 *“Mr. Steel replied that they subscribe to a service that the NHCH provides. They gather the*  
 248 *information on our graduates, and we provide them with demographic information that they*  
 249 *have on file, like their name, D.O.B. etc. They match that with data they have with all of the*  
 250 *universities in the country and let them know the progress of their graduates in completing*  
 251 *degrees.”*

252

253 Ms. Taylor noted the change in line #295.

254

255 *“At the meeting, there was a survey given to Seniors, almost three-quarters of them responded.*  
 256 *The questions were around senior activities. She noted the statistics. Almost everyone was in*  
 257 *favor of going on the Senior Hike. This fall they did not collect senior dues and it would be an*  
 258 *added expense. For Project Graduation, they were discussing watching a drive-in movie and*  
 259 *other things.”*

260

261 Changed to:

262

263 *“At the meeting, there was a survey given to Seniors, almost three-quarters of them responded.*  
 264 *The questions were around senior activities. She noted the statistics, 80% of the students wanted*  
 265 *prom, 76% wanted the class trip and around 50% wanted Challenge Day. Almost everyone was*  
 266 *in favor of going on the Senior Hike. This fall they did not collect senior dues and it would be an*  
 267 *added expense. For Project Graduation, they were discussing watching a drive-in movie and*  
 268 *other things.”*

269

270 Ms. Taylor wanted to add a line to #253. *“Ms. Taylor thought that Community Council was a*  
271 *Committee of the board.”*

272  
273 Mr. Grondstra noted that the UFB is what it is. He sees it as part of the Consent Agenda.

274  
275 Ms. Grund inquired if they can ask clarifying questions on the UFB.

276  
277 **Mr. Grondstra motioned to accept the Consent Agenda items 1. March 16th, 2021 Draft**  
278 **Minutes as amended, 2. SCSD Projected UFB 02 28 2021, 3. FY’ 21 Cap Reserve Trust**  
279 **Funds February 2021 , 4. Feb 2021 Treasurer’s Report, 5. SCSD March Facilities Report,**  
280 **and 8. Unassigned Fund Balance Projection Report. Ms. Taylor seconded the motion.**  
281 **Motion passed. (5 in favor, 1 abstention)**

282  
283 **Mr. Grondstra called a Roll call: Taylor- Yes, Glover- Yes, Peters- Abstain, Grund- Yes,**  
284 **Coughlan- Yes, Grondstra- Yes.**

285  
286 Mr. Grondstra asked if there were questions around the Principals Report.

287  
288 Ms. Taylor asked if the agendas are included with the meetings. The minutes do not really  
289 include the substance of the meeting.

290  
291 Superintendent Steel replied that the requirements of the statute are that the Board keeps minutes  
292 of the motions that were made, who was present and recorded votes. That is the only statutory  
293 requirement. They do keep the videos indefinitely and the agenda packets as well. The motions  
294 are in bold type.

295  
296 Ms. Taylor mentioned that she was noticing the start times, it was part of the memo and was part  
297 of the agenda. They never included the start times as part of the minutes.

298  
299 Mr. Grondstra noted that he understands her concerns and inquired if she had questions around  
300 the Principal’s Report.

301  
302 Ms. Grund commented that everything seems to be going through SNHU. Have they evaluated  
303 that it is the right school, and have they looked at UNH. She would like to have more  
304 understanding behind that.

305  
306 SHS Principal, Mr. Mike Berry, replied that they should have a conversation with Ms. Karen  
307 Chininis, SHS Director of Guidance, to determine how the process works and what dual  
308 enrollment programs and courses they use. He added that he will get back to them.

309  
310 Ms. Grund noted that she would like to make sure that the classes are transferring and that they  
311 are evaluating everything fully.

312  
313 Mr. Glover asked if dual enrollment courses get added, can they apply retroactively prior to the  
314 time where they were approved.

315 Assistant Superintendent, Ms. Christine Landwehrle, replied that for dual enrollment classes the  
316 teacher has to be approved to be an Adjunct Professor. They syllabus has to be approved by the  
317 school or university and there are grading and reporting timelines to appear on the transcript. It  
318 cannot be retroactive.

319  
320 Ms. Taylor inquired how will Principal Berry balance the personalized and individualized  
321 pathways with heterogeneous groupings.

322  
323 Principal Berry replied that it will be something that they have to look into and will be a journey.  
324 It is a huge part of the foundation of SHS. They also want to have the flexibility. There will be a  
325 number of people involved in the conversation. The journey has started and will continue.

326  
327 Ms. Grund asked for clarification with Wednesdays and the Governor's Executive Order.

328  
329 Principal Berry replied that they have a few weeks before they have to make that shift. Next  
330 week during Fang Fest they are M/T/W/Th/ with a half a day on students on Friday, the week  
331 after they are on break. When they return, they have to have a plan for Wednesdays. The  
332 Governor did come out with an Executive Order, and at this point they haven't finalized their  
333 plans. They do have to offer 5 days a week and to keep the flexibility open for the students. In  
334 the next day or two they are hoping to have more information.

335  
336 Mr. Glover commented that it would be helpful to find a place where students can put down their  
337 goals.

338  
339 Ms. Taylor asked if the Visioning Process, Principles to Guide Souhegan, Vision for Learning,  
340 Souhegan 2021- 2032 Initiatives is a working document and if the board has access to it.

341  
342 Principal Berry asked for a clarification.

343  
344 Ms. Taylor noted that in part of your report you are meeting with the teachers to create a vision  
345 for learning and a visioning process currently.

346  
347 Principal Berry replied that one of the things that you notice in the board report based on some  
348 feedback he received from the board, in particular, Chairman Grondstra, he made as statement  
349 about drawing back in the outputs and outcomes of the goals from this year and trying to align  
350 them a bit more with eh strategic vision of the school. There is more work to be done with that. If  
351 you follow the history of SHS, they have documents that are not easily communicated to  
352 families. They want to do internal work so that they can align with the SAU #39. That is the  
353 process that they are doing internally and hope to see where they are at the SAU level. Right  
354 now, the work is really preliminary. It is the good, hard work that they need to do to provide that  
355 best educational experience for students and families.

356  
357 Ms. Grund gave her support. She inquired about the faculty that is working on that this spring.

358  
359 Principal Berry replied that there is a handful of people leading that work. On April 21<sup>st</sup>, they  
360 have scheduled a larger meeting.



361 Mr. Grondstra moved on to the #7. Summer Title I Program Update.

362

363 Ms. Grund asked if it will be fully grant funded or will they need to use any of their Unassigned  
364 Fund Balance.

365

366 Ms. Landwehrle replied that it is fully grant funded. They were able to roll over their grant funds  
367 from last year to this year so they are confident it will cover the entire program.

368

369 Ms. Taylor inquired how many students are not meeting their metrics for Math or English in the  
370 9<sup>th</sup> or 10<sup>th</sup> grade.

371

372 Ms. Landwehrle replied that they have more students eligible and they are looking at creative  
373 ideas for staffing.

374

375 Mr. Coughlan asked if everyone is Title I this year.

376

377 Ms. Landwehrle replied that they are still determining eligibility. They are using their Title I  
378 funds which services the students who are not meeting those grade level expectations. They can  
379 use the funding that they have and service the neediest of those students and they can certainly  
380 expand out the numbers. Their other challenge is with staffing.

381

382 Mr. Glover asked if the Title I funding is applied only to students not meeting grade level  
383 benchmark. He noted that is a broader group of students that are on IEP's.

384

385 Ms. Landwehrle replied that is correct it is broader than just students that are on an IEP or 504.

386

387 Title I is meant to service students who are not meeting grade level expectations, yet it is up to  
388 the school and district to determine what your metrics are. Once those students are determined,  
389 they have to be rank ordered and then they serve the neediest of those students. They could be  
390 expanding as far out as capacity allows.

391

392 Mr. Glover noted that it can become a little grey.

393

394 Ms. Landwehrle added that if funding allows, they can go into that gray zone as long as they are  
395 rank ordering and servicing their neediest students. Often summer school might pick up those  
396 students as well, so they do have their summer school program. They do have their extended  
397 school year program for students who qualify on IEP's. Title I is looking at multiple  
398 comprehensive criteria. It is specific with federal regulations.

399

400 Ms. Taylor asked about the incoming 9<sup>th</sup> grade.

401

402 Ms. Landwehrle explained that they will be their students and the Department of Education said  
403 it is up to them to make that decision and be consistent with that. For example, a current 4<sup>th</sup>  
404 grader will get serviced at AMS. It will be important for that student to get that boost. Souhegan  
405 does service the incoming students.

406

407 Ms. Taylor inquired if they are using the NWEA results.

408

409 Ms. Landwehrle replied that they are using multiple criteria, NWEA, PSAT, SAT scores, and  
410 grades. They can use teacher recommendations and attendance.

411

412 Mr. Grondstra thanked Ms. Landwehrle for the explanation and clarification.

413

414 VI. Board Goals Discussion

415

416 Mr. Grondstra noted that here they are having an initial discussion. They get regular emails from  
417 the NHSBA inquiring if they have done something great. As they start to think about goals, they  
418 should think about goals that have an impact, how can they better the school and truly make a  
419 difference in a positive way. There are SMART goals as well.

420

421 He opened the floor for discussion and asked Superintendent Steel for guidance.

422

423 Mr. Steel noted that he is taking notes in the Souhegan Trello board, it is a board level  
424 discussion.

425

426 Ms. Taylor noted that she had asked for information two months ago and has not gotten a  
427 response about the students enrolled in dual enrollment, their metrics for that, and how many  
428 students have the opportunity to receive college credit from their courses. It will take some work,  
429 but they can gather together the information.

430

431 Mr. Glover added that a lot of the SMART goals are for administration to do. He added that they  
432 are elected as individuals and they are not a team in that sense. They come together and they  
433 should figure out a way to leverage a collaborative space. The Board Chairs carry a lot of the  
434 burden and have the Vice-Chairs attend some of the meetings that the Chair attends. If the Vice-  
435 Chair cannot make it then the Secretary attend. That is one idea for a better board  
436 communication.

437

438 Second, he is sensitive to the Right to Know Law. He would like to have some sort of small  
439 group, about 3 people, as a regular check in to discuss the impressions from the last meeting, did  
440 they receive information, etc. Every week would be a different mix of people and offer  
441 themselves an opportunity to leverage the power of the group. Those are some concepts for  
442 communication and help inform the administration.

443

444 Ms. Taylor remarked that they need to consider their educational goals, where they rank as a  
445 school district and what kind of educational quality they are obtaining for each student.

446

447 Mr. Grondstra added that they should define that.

448

449 Ms. Taylor remarked that rank in NH is measurable and attainable, where are we now and where  
450 are we going to be next year.

451

452 Mr. Grondstra mentioned that he understands what she is saying. He suggested that when a  
453 member of the board comes up with an idea to write it out so they can discuss them at the next  
454 meeting and define them as needed.

455  
456 Ms. Grund added that they should think about external communications as well. They are  
457 looking at science labs going into the budget. She referenced the ASB putting in the Letter to the  
458 Editor to the Amherst Citizen and suggested they do the same.

459  
460 Mr. Grondstra noted that it was a good idea. At one point they did have a communications  
461 committee. He asked Mr. Coughlan if that is something that the committee would undertake.

462  
463 Mr. Coughlan replied that the school has a communications team and they did get active.

464  
465 Mr. Grondstra commented that they should think about reforming that committee after the June  
466 elections. It is at least two people and one alternate.

467  
468 Mr. Glover mentioned that that for a while on the ASB, the Letter to the Editor was a task that  
469 was a rotation. Members could give feedback and it was a good process outside of committee  
470 work.

471  
472 Ms. Grund asked if they can evaluate any changes that they made during Covid that are worth  
473 keeping.

474  
475 Mr. Grondstra agreed it is something that they should do. He suggested that Ms. Grund come up  
476 with wording.

477  
478 Ms. Taylor added progress toward a year of measurable growth for each student, and what are  
479 the metrics for that.

480 Mr. Grondstra inquired if that was different than the educational metrics that she was talking  
481 about earlier.

482  
483 Ms. Taylor replied the ranking in NH is based on their 11<sup>th</sup> grade scores for test data in March  
484 and this is for each student where they have a year of growth. She would like to discuss with  
485 Principal Berry how well they are serving their graduates for college credits.

486  
487 Mr. Grondstra asked if it was a separate goal.

488  
489 Ms. Taylor replied no, she can have a better opportunity to ask for what she is looking for and  
490 what data he has to support that formula.

491  
492 Mr. Grondstra inquired if that goes towards the year of growth or the other metrics.

493  
494 Ms. Taylor replied that Superintendent Steel has been saying for the Strategic Vision, he's  
495 trying to get 50% of their graduates to have two years of college credit. They have to have a  
496 baseline to know if they are growing towards that, it needs to be measurable.

497

498 Mr. Grondstra noted that they will discuss those at the next meeting.

499

## 500 VII. Unassigned Fund Balance Discussion

501

502 Mr. Steel noted that each year in the spring they have a discussion starting in April, continuing in  
503 May and then finalizing in June about their Unassigned Fund Balance. This is on every agenda in  
504 April, May and June. This year is clearly significant and unique because of what happened with  
505 Covid, the Executive Orders and the funds they have received through federal funding. They  
506 have significant dollars that are available to them for the UFB. This school board could choose to  
507 do nothing, so all of those funds could be returned to the taxpayers when the tax rate is set this  
508 coming fall. Second, the school board can motion either now, May or June, anytime prior to June  
509 30<sup>th</sup> to do some projects with those funds. They have put together a list of potential year end  
510 projects and there is a link to a Google Doc in that packet. Earlier today, Director of Facilities,  
511 Mr. Roger Preston, has provided information about what has been completed. The hope from this  
512 discussion is preparation for decisions later on. Mr. Preston is meeting with the Board of  
513 Selectmen tonight and SAU #39 Business Administrator, Ms. Michele Croteau, is attending to a  
514 personal matter. He will be happy to answer any questions.

515

516 Mr. Grondstra commented that these are in priority order. He asked if there were questions.

517

518 Ms. Taylor inquired if they put \$1 as a place holder so that they can do construction.

519

520 Mr. Steel replied that they did for FY 22, so the budget that will be voted on in June will have  
521 that. The FY 21 budget does not have that.

522

523 Ms. Grund asked if they are comfortable with the \$343k number.

524

525 Mr. Steel replied that they are comfortable, and the finance staff is conservative.

526

527 Ms. Grund asked if there was anything that was an emergency.

528

529 Mr. Steel noted that there is not anything that is an emergency he referenced the road sign. They  
530 don't have anything on here that is mission critical or else they would have brought it up already.  
531 These are for the betterment of the school but nothing that is an emergency.

532

533 Mr. Grondstra asked about the bold type.

534

535 Mr. Glover noted that it is explained in Ms. Croteau's letter at the end of the packet.

536

537 Mr. Steel replied that they are anticipating that 2.3 times of the SR2 funds. There is real money  
538 in the SR3 with a longer timeframe. Ms. Croteau is the expert with those items.

539

540 Mr. Glover mentioned that he does not see the SR money.

541

542 Mr. Steel responded that there is a notation on page 28 that says it is anticipated to be \$127k.

543

544 Ms. Grund inquired about the restrictions.

545

546 Mr. Steel replied that the funds have to supplement not supplant, meaning it has to somewhat be  
547 related to Covid. As with most large federal legislation the regulations are still being written so  
548 they do not fully know all of the regulations. They do know that it has to go for things that are  
549 directly related to Covid 19.

550

551 Mr. Coughlan commented that the tradition of the UFB.

552

553 Mr. Grondstra added that it was difficult to understand Mr. Coughlan.

554

555 Mr. Glover asked Mr. Grondstra to give a high-level summary.

556

557 Mr. Grondstra replied that half of the expense line is something that they try to give back to the  
558 taxpayers.

559

560 Mr. Coughlan added that the revenue line goes back to the taxpayers.

561

562 Mr. Grondstra noted that he did some quick calculations and the 5 items that are on there and it  
563 adds up to \$165k and that is under half of that amount. They do know where they are going to be  
564 with the locker rooms. This is a discussion and they do not have to make a decision now.

565

566 Ms. Taylor noted that there is a warrant article for \$75k for the Turf Field replacement, will it be  
567 removed from the \$343k.

568

569 Mr. Grondstra replied the warrant was for \$85k and yes, that is correct.

570

571 Ms. Taylor inquired about when they expect to receive the \$127k and what do they plan on doing  
572 with it.

573

574 Mr. Steel replied that they are not sure when they will receive the funds. He is hoping to have an  
575 update at the May meeting.

576

577 Ms. Taylor commended Superintendent Steel and Mr. Preston for accomplishing almost all of  
578 the items on the list of projects.

579

580 Mr. Grondstra agreed that it was a tremendous amount of work. He suggested that they turn it  
581 into a slide for the upcoming Deliberative Session.

582

583 Mr. Glover added that it makes him uncomfortable to look at this Unexpended funds and decide  
584 ad hoc. In the future, he would like to have a warrant article to fund items out of surplus for a list  
585 like this. He understands the situation although it does not fit well with him.

586

587 Mr. Grondstra remarked that he struggles with that himself.

588

589 Mr. Steel commented that they have a Capital Maintenance Fund and it reached a level about 2  
590 years ago. They have that structure already in place.

591  
592 Mr. Glover noted that a fund like that can be funded in perpetuity. Eventually things will happen.  
593 If this was done in 1992, there would be millions to do for real projects. It would make decisions  
594 like this very easy. They should always set aside money for a fund like that, either the turf field  
595 or paving.

596  
597 Mr. Steel responded that they do have the ability to hold contingency funds, which is 2 ½  
598 percent of the local assessment. Those funds cannot be spent without permission after a public  
599 hearing of the Board and permission by the DOE when an emergency occurs or by voter  
600 approval. Towns have had that ability forever. If you look at the Amherst side, there are several  
601 million dollars that the Selectmen have at their disposal at tax rate setting time to help level off  
602 the tax rate. It has never been available to schools until recently because towns do not have  
603 guaranteed income, but they do.

604  
605 The way they have structured things is to budget for preventative maintenance, 20-year capital  
606 needs assessment (funded through a capital reserve fund) and then they have the emergency  
607 capital reserve fund (for emergencies). The question that the board should ask is what amount of  
608 taxpayer dollars do they want to keep from taxpayers because eventually people start to ask  
609 questions even though they have a plan for those dollars.

610  
611 Mr. Glover thanked Superintendent Steel for the explanation. He inquired where does a project  
612 such as Souhegan 2.0 get funded. How do they chip away at that to make that investment.

613  
614 Mr. Coughlan commented that taxpayers do not like to give Select boards or School Boards slush  
615 funds. They have three carefully crafted emergency capital reserve funds and he had a hand in  
616 creating all three of them. First, was for unanticipated special education funds, second was for  
617 the unanticipated retirement benefits fund and last, is the maintenance fund.

618  
619 Ms. Grund mentioned that she looked back at the list that Ms. Facey provided at the Public  
620 Hearing. There is paving for \$71k, and exterior wall building repairs. She does want the items to  
621 be duplicated in the warrant article.

622  
623 Mr. Steel responded that the Gale report that was done in 2004-2005, the last thing was to do a  
624 good portion of the paving and that warrant article failed. Mr. Preston got a quote for what it  
625 would cost in today's dollars to do some of that paving. When he put \$100k on the list he  
626 underestimated a little bit because the one quote they got was for \$1.2m for that paving work.  
627 There is no duplication.

628  
629 Mr. Coughlan commented that the Gale report paving was broken into three segments, so it was  
630 one third, one third, one third. They got two thirds done then the last third failed and there was  
631 always something more important to put on a warrant article. Now, the first third is old again.

632  
633 Mr. Glover remarked that it proves his point.

634

635 Ms. Taylor noted that she would like to wait until after the June elections to vote.

636

637 Mr. Grondstra replied that the budget may adjust some of the things on this list and they want to  
638 see where they are at.

639

640 He added that they have their Deliberative Session on Monday, May 3<sup>rd</sup>. There are some open  
641 questions and he would like to get them buttoned up.

642

643 VIII. Public Comment

644

645 No Public Comment.

646

647 IX. Non-Public Session

648

649 **Ms. Grund motioned to enter into Non-Public Session RSA 91 A:3 (c) at 8:06PM. Mr.**  
650 **Coughlan seconded the motion. The vote was unanimous, motion passed.**

651

652 Members Present: Mr. Grondstra, Ms. Taylor, Mr. Glover, Ms. Peters, Ms. Grund and Mr.  
653 Coughlan.

654

655 **Mr. Grondstra called a Roll call: Taylor- Yes, Glover- Yes, Peters- Yes, Grund- Yes,**  
656 **Coughlan- Yes, Grondstra- Yes.**

657

658 Description of matters discussed and final decisions made: GPA Distribution, sensitive  
659 unpublished data presented to improve board requested perspective.

660

661 X. Public Session Resumes

662

663 **Mr. Coughlan motioned to exit Non-Public Session at 8:25PM. Ms. Grund seconded the**  
664 **motion. The vote was unanimous, motion passed.**

665

666 **Mr. Grondstra called a Roll call: Taylor- Yes, Glover- Yes, Peters- Yes, Grund- Yes,**  
667 **Coughlan- Yes, Grondstra- Yes.**

668

669 **No motion was made to seal the minutes.**

670

671 XI. Meeting Adjourned

672

673 **Mr. Coughlan motioned to adjourn the meeting at 8:26PM. Ms. Grund seconded the**  
674 **motion. The vote was unanimous, motion passed.**

675

676 **Mr. Grondstra called a Roll call: Taylor- Yes, Glover- Yes, Peters- Yes, Grund- Yes,**  
677 **Coughlan- Yes, Grondstra- Yes.**

678