

1 Souhegan Cooperative School Board

2 Monday, October 25<sup>th</sup>, 2021

3 Meeting Minutes- Approved 11 15 2021

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent of Schools, Steven Chamberlin- Assistant  
6 Superintendent, Amy Facey- SAU #39 Business Administrator, Mike Berry- Principal SHS,  
7 Kelli Braley- SHS Athletic Director, and Galen Tremblay- SHS Data Analyst/Budget  
8 Coordinator.

9 Souhegan Cooperative School Board: Chair- John Glover, Vice Chair- Stephanie Grund  
10 Secretary- Laura Taylor, George Torres (via phone), Steve Coughlan and Pim Grondstra.

11 Board Minutes: Danae A. Marotta

12 Public: SHS Seniors- Sierra Kimball, Jackie Hayden, and Maddie Daniel, Maddy McFee- SHS  
13 Community Council Liaison and SAFC Chair, Mr. Dan Veilleux.

14 I. Call to Order

15 **Chair of the Souhegan Cooperative School Board, Mr. John Glover, called the meeting to**  
16 **order at 6:02PM.**

17 II. Public Input I of II

18 No Public Comment

19 III. Consent Agenda

20 **Mr. Coughlan motioned to accept the Consent Agenda items 1. April 12th, 2021, Draft**  
21 **Minutes, 2. September 27th Draft Minutes, as amended, and 3. FY' 23 School Calendar –**  
22 **Approved. Mr. Grondstra seconded the motion. The vote was unanimous, motion passed.**

23 Ms. Taylor noted the following changes to #2. September 27th Draft Minutes. *Line 8 she was*  
24 *not remote it was Ms. Peters, and line 145 she voted “yes”.*

25 IV. Covid Metric Update

26 Superintendent, Mr. Adam Steel, noted that he is pleased to report, as of this moment, there is  
27 one active case of Covid in the school. Our community numbers are moderate, they are just at  
28 the border of green and blue. The test positivity rate which has not been updated since last week  
29 by state has remained a little above 5% which is concerning, so SHS is in good shape.

30 Mr. Glover asked for discussion.

31 There was no board discussion or comments.

32 V. SHS Senior Presentation

33 Ms. Sierra Kimball, Ms. Jackie Hayden and Maddie Daniel introduced themselves to the board.  
34 They are here to talk about how their senior year is going so far.

35 One student noted what a typical day is at SHS. Some students have one to three free periods.

36 Another student added that the Freshman/Senior Day was different as they had senior leadership  
37 helping the freshman walk into the building and feel less intimidated. She believes that it went  
38 very well.

39 A different student remarked that the biggest thing on senior's minds are college and scholarship  
40 applications. They have been streamlining the process for next year.

41 They were able to raise \$17k for the Hope for Gus foundation. They set a school record for the  
42 amount of money raised. They are getting ready for Operation Pumpkin at the MVVS.

43 Students at Souhegan are really excited about Fall sports.

44 This year they did things differently with their senior project with a mentor selection process.  
45 The students were able to rank their top 8 teachers and Mr. Ryan Lemieux was able to assign  
46 students to teachers. The students will be connecting with those mentors, preparing for their first  
47 panel meetings and their proposal letters.

48 Senior hike went well, and they were able find a bus company to accommodate their needs. A  
49 big thanks to Mr. Matt McDonald and Ms. Sarah Barbato for making this happen. A lot of people  
50 went, and it was a great experience that they are going to remember.

51 They are using PowerSchool now and with the November 5th end of grading period coming up  
52 we are putting together a presentation for Monday at Saber Spotlight to do an overview of what  
53 it is and the different tools it provides.

54 Mr. Glover asked if there were any questions.

55 The Board thanked the students.

56 VI. SHS Science Lab Proposal

57 SAU #39 Facilities Director, Mr. Roger Preston, noted that back on May 26<sup>th</sup>, he, and members  
58 of the Joint Facilities Advisory Committee subcommittee 2.0 and SHS Science Teacher, Mr.  
59 Nathan Carle took a tour of all of the labs at Souhegan and the Annex building. Mr. Carle and his  
60 team actually expressed the importance of renovating the Annex labs.

61 Some of the highlights are, that the rooms are too small according to the National Science  
62 Teaching Association, the desks are too small for the size of the students, there are too many  
63 sinks that are too small to be functional, there are no exhaust hoods in the rooms, there are  
64 existing counters that or not the right material or for chemical work, and current facilities make it  
65 difficult if not impossible to provide the curriculum necessary to be classified as Advanced  
66 Placement or dual enrollment.

67 As a result of that meeting, in May, members of the JFAC asked him to figure out the next steps.  
68 They have proposals for conceptual designs. If they were to really figure out cost, I suggested

69 that we reach out to an architect to look at the spaces and come up with schematic designs that  
70 we can use for bidding to construction managers.

71 With that, he took a walk through of the six rooms with Banwell architects. We reviewed storage  
72 rooms in there and Banwell came back to him with the proposal that he has put in the packet  
73 today. Schematic design for this proposal is \$8, 845 at this point, that is all that he is asking to  
74 move forward with. They can use those designs for bidding in an RFP process. There has been  
75 talk about whether they do one, two or three science labs. With these documents they will be  
76 able to use this with how they want to move forward in the future.

77 He asked Ms. Grund for her comments.

78 Ms. Grund thanked Mr. Preston for all of his work. She added that the rooms are especially small  
79 for an AP Science Lab. Now, Souhegan 2.0 is definitely behind this, and it shows even with  
80 general maintenance. This is a good step in the right direction.

81 Mr. Coughlan inquired about the extent of the renovation.

82 Ms. Grund replied that they are talking about certain rooms that are already set up to hold the  
83 labs.

84 Mr. Preston noted that it is taking six rooms down to three.

85 Ms. Grund mentioned that it is not the expensive Chemistry labs that he is thinking of.

86 Mr. Coughlan inquired if it included light water, and gas re-piping.

87 Ms. Grund replied yes and moving the walls and furniture. They are asking the architects to take  
88 another look.

89 The Board thanked Mr. Preston.

## 90 VII. Reports Received

91 Ms. Grund thanked SHS Principal. Mr. Mike Berry, for his report.

92 She inquired about punctuality, how punctual are their students, are they lingering in the hall.

93 Principal Berry replied that one of the things they want to work on is punctuality coming out of  
94 the years that they weren't in school, on an open campus, and with no bells. They gathered data  
95 they wanted to maximize their instructional time.

96 Mr. Coughlan commented that he found the enrollment numbers confusing. He requested a  
97 clearer presentation going forward.

98 Principal Berry replied he can make it clearer. There are different pathways to being enrolled at  
99 Souhegan, you can be a full-time, student and take one class. This is because you are  
100 individualizing your experience by supplementing with other experiences.

101 Mr. Coughlan added that it goes back to the average daily membership (ADM).

102 Ms. Grund inquired how are the teachers doing. Last year was tough with teachers doing dual  
103 modality and students coming in and out.

104 Principal Berry replied that in many ways it is more difficult than last year. Last year was a year  
105 where we were kind of all over the place and the expectations of being where you are supposed  
106 to be, and the academic expectations were not quite as rigorous as in previous years. They're  
107 coming out of that year, and we still have expectations, we are still in 170 classrooms, we're still  
108 having professional development, we are still Division I in JLP and senior project and senior  
109 hike. Even before Covid, Souhegan is a complex organization. Overall, teachers have handled it  
110 pretty well they worked really hard, support the students, and do the best they can. I appreciate  
111 the efforts that they do on a daily basis.

112 Ms. Grund congratulated the 5 students that are going to All State Jazz.

113 Mr. Glover asked how well attended was the flu clinic.

114 Principal Berry replied that he will have to check, but it was a good number of staff.

115 Ms. Taylor commented on the dates of Counseling Department's early action deadline.

116 Principal Berry replied that it varies depending on the direction you want to go in.

117 Mr. Glover asked for discussion on the organizational chart.

118 Ms. Taylor inquired about the structure of the organizational chart.

119 Principal Berry replied that you can see the Dean of faculty, Dean of students, special education  
120 administrator, Director of Counseling, Athletic Director, etc. They tried to organize this in the  
121 most logical fashion so that they could be aware of who's in charge of who, who works with who  
122 and who collaborates with who. Souhegan has a lot of moving parts, this is our attempt at putting  
123 this together. Next year it will look a little different but the essence of it is still the same.

124 Ms. Grund inquired about the Life Skills Program, who oversees it.

125 Superintendent Steel replied that Ms. Jen Huard oversees it and SAU #39 Special Services  
126 Director, Ms. Meg Beauchamp oversees her.

127 Mr. Glover asked about the long-term leave plan.

128 Ms. Taylor questioned about the board action of this plan.

129 Principal Berry replied that they wanted to explain the process and what they do to make sure  
130 they fill those needs. What you will see here at Souhegan is something that becomes more  
131 common. It is something that they wanted to formalize and articulate more.

132 Mr. Steel noted that there was a question from the board about long term subs. This is their  
133 response.

134 Ms. Taylor asked about compensation for subs.

- 135 Mr. Steel replied the daily sub gets paid at the daily sub rate. A long-term sub gets paid as if they  
136 a first-year bachelor, step zero teacher.
- 137 Ms. Taylor asked if they get 4 planning periods.
- 138 Mr. Steel remarked that you can only have a short-term sub in a class for a number of days.
- 139 Assistant Superintendent Mr. Steve Chamberlin added that the number is 20 days.
- 140 Mr. Glover went to the September 2021 Treasurer's Report.
- 141 Ms. Grund asked about the credit card fees.
- 142 Ms. Facey replied that she will put that as an action item.
- 143 Ms. Taylor asked about the vehicle purchase.
- 144 Mr. Steel replied that this was a payment made after purchase order was made. This is a special  
145 education vehicle.
- 146 Mr. Glover asked about the CIP plan 2023-2028.
- 147 Ms. Grund thanked everyone that is working on that.
- 148 Ms. Taylor mentioned that the high school is getting shortchanged on the CIP going forward.  
149 The middle school gets \$600k and the high school gets about \$100k or less almost every year  
150 going on for like 5 or 10 years. I feel that we have maintenance needs and needs as well and is  
151 that going to meet everything that we need to do.
- 152 Mr. Coughlan added that it comes out of the CNA plan (Capital Needs Assessment). This one  
153 includes estimates based on expected service life. It keeps them in a good position.
- 154 Mr. Glover remarked that this is a major piece of work that the town and the school districts do,  
155 it is good governance.
- 156 Mr. Glover went to the CIP tax impact.
- 157 There were no questions.
- 158 Mr. Glover went to the September Facilities Report. He asked for any questions.
- 159 Ms. Taylor thanked Mr. Preston for managing the projects, our school is visibly better.
- 160 Ms. Grund asked about the daily water reading results.
- 161 Mr. Preston replied it tells us how much water the building is using for how many occupants they  
162 have inside.
- 163 Ms. Grund inquired about the transit van.
- 164 Mr. Steel added as the board is certainly aware we've had unprecedented troubles with  
165 transportation this year. One of the things we've discovered in our Athletic Department is there is  
166 a statute that has existed for a long time that they have not taken advantage of recently although

167 Souhegan used to and that is the mixed pupil bus statue. Essentially, this means any vehicle that  
168 the school district owns, or leases can be driven by school personnel for activities in athletics.  
169 We have partnered with the Amherst rec department this year to borrow their vehicle on a  
170 number of occasions to get some of our smaller teams to games. We have discovered for some of  
171 our small athletic events and smaller extracurricular events that require a bus, a bus might cost  
172 \$1,000 or more for an event. If we were to own a vehicle, we would likely see a return on that  
173 investment in about a year's time if not sooner than that. There is 30-week lead time on those  
174 vehicles.

175 His suggestion to the board and Mr. Preston included in his report is while we are ordering  
176 another vehicle for special education that we ordered two and have it be available as a mixed-use  
177 bus. We would work with our people who would be driving those vehicles to receive extra driver  
178 training, ensure they have insurance, clean record, all of those sorts of things before they drove  
179 our students. This is not only a cost-effective way to get our smaller groups of students to events,  
180 but it might be the only way come the spring to get some kids to some events.

181 At the middle school, this year in particular there have been several occasions where middle  
182 school students have had to find their way too away games in Salem or Londonderry or other  
183 places because we haven't had the buses. We're trying to be proactive about getting out in front  
184 of that. our plan is to purchase that second vehicle with funds we have in the budget this year and  
185 starting the spring season start to recoup the cost of that vehicle. We are not going to break even  
186 in the spring because we are not going to have that many trips to be able to get it done. There is  
187 no other impact that we have financially besides we have to buy some gas, there are no  
188 additional expenses for the people driving, and our insurance is not affected directly either.

189 Ms. Grund inquired about the number of passengers.

190 Mr. Steel replied it is the driver and eleven students.

191 SHS Athletic Director, Ms. Kelli Braley replied that she put together a list of not only the teams  
192 that can use this but some clubs as well, cross country indoor and outdoor track will be able to  
193 use it for a Meet of Champions and any smaller events they go to in Connecticut, New England,  
194 and Vermont for a total of 10 times. Math team will be able to use it to attend four to five events,  
195 All state auditions twice a year, our swimming team will be able to use it five to seven times per  
196 year, bowling will be able to use it 5 to 8 times per year, golf will be able to use it for all of their  
197 matches, which is a minimum of seven and if we qualify for the team tournament and individual  
198 that's another three, max of 10 times per year. Ethics forum will be able to use it for their  
199 outreach programs for smaller events that they do for three to five times per year, our Granite  
200 State challenge team will be able to use it to attend competitions, our Spirit team as it is right  
201 now, we might have to look at alternative means, but right now we can use it four to five times a  
202 year. Outing club would be able to use it for trips that they decide to take, Mock trial will be able  
203 to use it if they go to state finals as well as other groups. It would also be great for Advisory to  
204 do some community service projects. It would be a phenomenal opportunity for us to have.

205 Mr. Grondstra mentioned that he counted roughly 80 occurrences.

- 206 Mr. Coughlan added that when the school opened, they had two vans.
- 207 Ms. Grund asked if they go forward with this should they budget for maintenance.
- 208 Mr. Steel replied that they would make a transfer next year in the bus transportation line for  
209 athletics to cover those sorts of things. Every single one of those trips is saving us \$500 to \$1,000  
210 per trip.
- 211 Ms. Taylor asked if they would be purchasing rather than leasing.
- 212 Mr. Steel replied with the number of miles they would be putting on it's hard to find. Plus, we are  
213 able to purchase off of the New Hampshire State bid contract which is significantly less  
214 expensive than even a retail cost. Part of the reason for the 30-week lead time is because they are  
215 all on the bid contracts, it never comes from dealer inventory.
- 216 Ms. Taylor asked when do they plan on using it.
- 217 Mr. Preston replied to it would be 30 weeks from the day that they order it.
- 218 Ms. Taylor noted that it is in the budget, so you do not need their permission.
- 219 Mr. Steel replied yes, in full transparency, he wanted the board to be aware.
- 220 Mr. Preston replied that the cost is \$41,225.
- 221 Mr. Glover gave his support. He inquired about the students' gear.
- 222 Ms. Brayley remarked that she has rented vans exactly like this one and the bags fit well.
- 223 Mr. Glover asked if one was enough and should they purchase two.
- 224 Ms. Steel replied that they want to start small. They are investigating the purchase of a larger  
225 bus. Our last bus contract would not have allowed them to do that although the new one does. He  
226 is interested in that because it is cost effective, and second for the availability for field trips. Our  
227 thought is if they can find the right person that is a certified bus driver, that sort of wants to be  
228 the owner of that bus. It would save them a significant amount of money. He is not ready to take  
229 that step at this time.
- 230 Ms. Taylor asked if there needs to be \$1 in the bus line.
- 231 Mr. Steel replied that the 2700 function would cover all of our expenses.
- 232 Ms. Grund asked Mr. Preston about the skylights.
- 233 Mr. Preston commented that some of their skylights in the main building are leaking and taking  
234 in water. He has reached out to Kalwall they are a manufacturer of a translucent panel, that  
235 would replace the existing skylights that we have here. Our skylights haven't failed recently they  
236 failed many years ago. The ones in the stairwell and in the hallway here have electronic louvers  
237 that open up. The electronic louvers have been disconnected in years past and the skylights  
238 themselves have been completely sealed with caulking up on top of the roof. Sealed with  
239 caulking to the point where the caulking has dry rotted completely, that tells him that the sealant

240 has been put there years ago. The skylights are manufactured to takt in water at certain points  
241 and then just weep out the water at the bottom of the skylights. Looking at it with Kalwall, they  
242 would propose a different pitch of certain skylights so that it drains the water more. Upon  
243 installation, there are two skylight sections over the stairwells. Down below they look like two  
244 independent single skylights looking up at them but when you actually go up to the roof, they are  
245 two skylights that have been merged together. The repair for that is going to be a difficult  
246 modification of the building structure to get the new panels installed in those sections.

247 Another thing that we are looking at as well is because the existing skylights are transparent that  
248 raises a concern to get the sun glare. They are looking at translucent panels rather than  
249 transparent. The other thing about it is that the skylights do not hold the load. Right now, they do  
250 not have rails, and it could be a potential fall hazard. He is working with a vendor to replace  
251 these panels with a Kalwall fixture.

252 He added that he is working with Ms. Facey on this as well.

253 Mr. Glover went to the AP/ Dual enrollment report. He asked for board discussion.

254 Ms. Grund thanked Assistant Superintendent Chamberlin for putting this together and making  
255 that affordable next steps for students going forward.

256 Mr. Chamberlin replied that this will come up again at the next iteration of the Annual Report  
257 when more data comes out.

258 Ms. Taylor noted that she did an assessment of AP enrollment. She noted that they have 100 less  
259 students enrolled this year than last year. Specifically, no one is taking AP statistics.

260 Mr. Chamberlin replied that he will review that and get back to her.

261 Mr. Glover asked about the dual enrollment accreditations there are three institutions that they  
262 are connected with. He questioned if they will they be adding more to reduce costs and  
263 expanding the program.

264 Mr. Chamberlin replied that today he, Superintendent Steel and Assistant Superintendent  
265 Landwehrle discussed the transition and to look at expanding our partnership and our dual  
266 enrollment concurrent program with Southern NH University. He did get data about the  
267 University of New Orleans and a credit is about \$450. If it would increase the opportunity for  
268 students, then they are always open. He believes that they should strengthen the current  
269 partnerships.

270 Mr. Glover asked to what extent if those credits that are earned are they accepted in other places.

271 He noted that there is a common program in NH called Project Lead the Way, that is an  
272 engineering program that works with RPI and WPI. He is hoping this summer they can dig into  
273 it more.

274 Mr. Glover added that he appreciates the work and looks forward to further updates.

275 Ms. Taylor asked about the dual enrollment table, is there a larger portion this year.



276 Principal Berry replied that it has been advertised in a couple of different ways and they will  
277 know more information about that towards the end of next week. There is a lot of opportunity at  
278 Souhegan.

#### 279 VIII. Community Council Update

280 Community Council Liaison, Ms. Maddie McFee, remarked that they have been getting right to  
281 work in Community Council. The first proposal that we passed was the Community Review  
282 Board hearing reform policy. This changed the selection process for members of the CRB.  
283 Previously a random student was drawn from a lottery system to be on the CRB for a full year,  
284 but this proposal makes it so that a new student is selected each case, and this is just to get more  
285 people involved in the CRB. It also changed it so that CRB meetings will start with a 5-minute  
286 training session to review what the board needs to do.

287 The next proposal we passed today was the Class Text Accountability proposal and this is to  
288 ensure the return of textbooks and class text to the library. All late or outstanding cost texts Need  
289 to be returned or paid for by the student in order for them to have off campus privileges. This  
290 does not apply to regular books it is mostly for a class textbooks. It is so that the next classes  
291 were incoming classes will have enough books for their education and that new books will not  
292 have to be purchased. Right now, what is driving people to return books is that they need to  
293 return them before graduation. They want to have something to go into effect earlier than  
294 graduation.

295 The student activities committee is planning some fun activities this week they have a costume  
296 contest an Advisory trick or treating.

297 Mr. Glover asked for questions for Ms. McFee.

298 Ms. Grund asked how does the off-campus privileges work for the younger students.

299 Ms. McFee replied that they were thinking about a privilege that students have so that it would  
300 not impact learning in any way. This was the best they could come up with. When you come into  
301 freshman year you are new to Souhegan, so you won't have overdue books until the end of the  
302 year and about 13% of sophomores do have off campus privilege. It is not very high, but it would  
303 affect them as well.

304 Mr. Glover noted that Mr. Torres is in attendance via phone.

305 He asked Mr. Torres if he had any questions for Community Council.

306 The Board thanked Ms. McFee.

#### 307 IX. First Reading Policies

308 Mr. Glover noted that they were first processed at the SAU #39 Policy Committee , discussed at  
309 the SAU #39 Board meeting, and have now gone to the individual boards for their consideration.  
310 He asked if there were any specific policies that the board would like to comment on.

- 311 Ms. Grund remarked BGAA (page 138 in the packet). Do we have a policy about who defines  
312 who is in the policy committee and how they select that.
- 313 Mr. Coughlan replied it would go here if they had such a thing. They have had a practice that has  
314 been active forever.
- 315 Ms. Grund asked if they could put that in writing.
- 316 Mr. Steel remarked that they can, but they don't have to.
- 317 Mr. Coughlan asked if it was ok to amend this in the next policy season.
- 318 Ms. Grund replied yes.
- 319 Ms. Taylor remarked that policy BBAB and BDD did not have headers.
- 320 Discussion ensued over the corrections to the packet.
- 321 Ms. Taylor noted that in policy BBAB in #5 is says that the "chairperson calls emergency  
322 meetings of the board as necessary" , but they also call additional meetings of the board as  
323 necessary, which I did not see.
- 324 Mr. Steel responded Emergency meetings are called out buy statues specifically as being a  
325 responsibility of the board chair.
- 326 Ms. Taylor replied, right but it's also additional meetings are called by the chair which is  
327 supported by another policy which is on page 131. It is covered by policy BEA.
- 328 Mr. Glover mentioned the preface of this list is what the chairperson shall do.
- 329 Ms. Taylor remarked that She is satisfied either way because it is covered in policy BEA.
- 330 Mr. Glover noted that he has it in his notes that policy BDD was going back to the policy  
331 committee.
- 332 The Board pulled policy BDD.
- 333 Ms. Taylor commented on policy BHE. It is implied that this is official communication, but it  
334 doesn't say it. I would like it to be said especially since members of the board have no authority  
335 alone to begin with. It seems like it would be official electronic communications.
- 336 Mr. Steel responded that if you remember the quorum of the board is communicating using any  
337 electronic means official or not. He questioned what Ms. Taylor defines as official.
- 338 Ms. Taylor replied that she does not feel that it should intrude into my personal life or that it  
339 would hinder anyone from running for the board because we have policies that are overreaching.
- 340 Mr. Steel commented that lawsuits over the past two decades around the right to know law  
341 specifically are to prevent elected officials from using any other electronic means to avoid the  
342 right to know law.
- 343 Ms. Taylor replied she understands what he is saying.

- 344 Mr. Glover asked Ms. Taylor what her preferred language.
- 345 Mr. Steel added that the right to know law knows no bounds, it is restricted to official district and  
346 board related business.
- 347 Mr. Coughlan mentioned that school related discussions should happen in public. The reason  
348 why we have sau39.org email accounts is so that for all school related communication to flow  
349 though.
- 350 Ms. Grund asked about his personal email.
- 351 Mr. Steel mentioned that a subpoena is different from a Right to Know request. With civil  
352 matters, it goes to you directly and it is usually done through a process.
- 353 Mr. Glover asked Ms. Taylor for the other policies she wanted to discuss.
- 354 Ms. Taylor remarked BAAA, JIC, and JICD. As written, these three policies did not reflect our  
355 unique arrangement and it conflicts with our other policy that's already in place which  
356 establishes community council. If we pass these three policies, we would be in conflict with our  
357 current policy. She brought this up at the policy committee but most of the policy committee is  
358 from other districts.
- 359 Mr. Glover replied they have policies that require certain minimum things be put into  
360 somewhere, sometimes we will call it out as a student handbook. There is room for community  
361 council or the principal or the administrative procedure process to add things to the student  
362 handbook to make it a larger document that includes more than just the minimum required by our  
363 policy.
- 364 Ms. Taylor noted that the Policy Committee went in and took the New Hampshire school board  
365 association draft or sample policy and everywhere it said code of conduct they switched it to  
366 handbook which works for the other districts but for our district creates a conflict.
- 367 Mr. Glover asked where is the conflict.
- 368 Ms. Taylor replied that here you are giving all of these three policies handed over to  
369 administration when have already handed it to Community Council.
- 370 Mr. Coughlan added that when they discussed it at the policy committee, they agreed that the  
371 language worked for Souhegan. Assistant Superintendent, Ms. Landwehrle also thought it fit the  
372 language for Souhegan. He believes that her interpretation is wrong. These policies in fact  
373 accomplish what we want to accomplish and don't cause any conflict with the law or our  
374 practice. He will stand by this policy as written.
- 375 Mr. Glover remarked that is also what he remembers Policy Committee.
- 376 Ms. Grund gave her support for policy JICD. She inquired about Policy BAAA (page 120) who  
377 owns the handbook.
- 378 Mr. Coughlan remarked that he believes that the principal owns the handbook.

379 Mr. Glover added that that information is required by policy and penalties for violating those  
380 standards. He does not see the conflict.

381 He noted that BDD is pulled, and policy BGAA vote to adopt, and they will add it back for  
382 review for next season. Policy BBAB we clarified the comments, BHE we discussed official  
383 communication, and discussed BAAA, JIC, and JICD.

384 **Mr. Glover motioned to move policy BGAA to a second reading. Mr. Coughlan seconded**  
385 **the motion. The motion passed.**

386 **Glover- Yes, Grund- Yes, Taylor- No, Torres- Yes, Coughlan- Yes and Grondstra- Yes.**

387 **Mr. Glover motioned to move policy BBAB to a second reading. Mr. Coughlan seconded**  
388 **the motion. The vote was unanimous, motion passed.**

389 **Glover- Yes, Grund- Yes, Taylor- Yes, Torres- Yes, Coughlan- Yes and Grondstra- Yes.**

390 **Mr. Glover motioned to move policy BHE to a second reading. Mr. Coughlan seconded the**  
391 **motion. The vote was unanimous, motion passed.**

392 **Glover- Yes, Grund- Yes, Taylor- Yes, Torres- Yes, Coughlan- Yes and Grondstra- Yes.**

393 **Mr. Glover motioned to move policies BAA, JIC and JICD to a second reading. Mr.**  
394 **Coughlan seconded the motion. Motion passed.**

395 **Glover- Yes, Grund- Yes, Taylor- No, Torres- Yes, Coughlan- Yes and Grondstra- Yes.**

396 **Mr. Coughlan motioned to table policy BDD. Mr. Glover seconded the motion. The vote**  
397 **was unanimous, motion passed.**

398 **Glover- Yes, Grund- Yes, Taylor- Yes, Torres- Yes, Coughlan- Yes and Grondstra- Yes.**

399 **Mr. Glover motioned to move all the remaining policies on a first reading to a second**  
400 **reading. Mr. Coughlan seconded the motion.**

401 **Glover- Yes, Grund- Yes, Taylor- Yes, Torres- Yes, Coughlan- Yes and Grondstra- Yes**

402 X. GBEBB- (Staff Student Relations / Communication)

403 Mr. Glover commented that our existing policy for staff student relation is one sentence long that  
404 reads "*students and staff members will treat one another with courtesy, kindness and respect in*  
405 *the process of advancing each other's knowledge and development.*" this was adopted at the  
406 inception of the school. There is nothing wrong with the sentence, but we've seen some  
407 challenges in other places with student/staff relations. Ms. Taylor has done a lot of work around  
408 this policy.

409 Ms. Taylor responded the policy is to protect student safety, the staff safety and increased  
410 traceability of communications between students and staff. Regarding staff, to expand that to all  
411 the employees including our coaches, our designated volunteers, our advisors and even the SAU  
412 #39 district employees that work with Souhegan students in our district. It was previously

413 credentialed staff members, and it expands some boundaries and also restrict some boundaries.  
414 The main thing in here that restricts it more than you might see is making the distinction of “staff  
415 shall not use private personal communications with students”. For example, private emails, text  
416 messages, chat blogs, letters to students or social media responses. Exceptions can be made for  
417 emergencies and bulk text notification. So, by private personal communications we still have  
418 Google email, Google Classroom, we have other communication outlets that are satisfied and  
419 approved by the SAU and satisfy the data privacy and governance plan of our SAU and the New  
420 Hampshire DOE privacy guidelines. Other school districts already have administrative  
421 procedures as her understanding. Some have been from calling them directly, two text messages  
422 between staff and employees and students.

423 I realize that for a student this might provide some inconvenience, it might even provide  
424 inconvenience for the staff. To protect our districts from potential liability as well as safety of the  
425 students and staff that this is a measure that we should consider.

426 Mr. Glover noted that Ms. Taylor has sought feedback from the New Hampshire school board  
427 association as well as our PPC teachers’ group. This is the culmination of that work to date.

428 Ms. Taylor mentioned that she appreciated the opportunity to present to the PPC. She did not  
429 think they wanted anything in writing that gave them restrictions. As a board this is a move that  
430 they should make and it's our discretion. To some extent we have a responsibility to our students  
431 and our taxpayers and our community to protect ourselves.

432 Mr. Coughlan remarked that he could not attend the PPC meeting.

433 Ms. Grund added that PPC are in full agreement with traceability. They understand that certified  
434 staff is under the Code of Ethics, this expands that to cover all staff. They were concerned if they  
435 need to rewrite some of the items.

436 Mr. Steel asked if they took a vote.

437 Ms. Grund replied that they took a vote. The piece they were very clear on was that they want a  
438 policy. They don't necessarily like the draft that is here today, they did vote that draft down.

439 She added that they did not know that GBK was in the process of being rescinded.

440 Mr. Steel recommended a representative of PPC to speak to the board, about the PPC's position  
441 on the policy. Second, he is in favor of the Code of Conduct being applied to all staff members.  
442 He suggested that a formal legal review be done by one of our attorneys to make sure we've  
443 covered all of the bases.

444 Ms. Taylor noted that she did do a revision and PPC were not satisfied. She will give them both  
445 copies.

446 Mr. Coughlan mentioned in the past they read every “G” policy line by line out loud. At one  
447 point, they knew it by heart, the newer members are taken aback.

448 Ms. Taylor asked about board discussion on restrictions.

449 Mr. Glover requested Ms. Taylor provide the other version. Right now, they have a Gmail  
450 platform, they might do it a different way in the future. This principally is getting it into a format  
451 that can be reviewed. That is the traceability piece that the PPC is in favor of, so that has my full  
452 support.

453 Mr. Coughlan commented the original policy from 1992, has led to 30 years of trouble free  
454 operations.

455 Mr. Glover asked Mr. Torres for his input.

456 Mr. Torres replied that he could be convinced either way.

457 Ms. Grund remarked that times have changed, and they need to structure something that has says  
458 traceable communication.

459 Mr. Glover mentioned that this will help protect them it is a prudent move.

460 Ms. Taylor commented that other school districts have tightened up this policy or these types of  
461 policies after they have a problem. It would be better serving our students and staff to create  
462 guidelines before because that's where she started.

463 Mr. Grondstra asked about the action item.

464 **Mr. Grondstra motioned to extend the legal review and have a PPC representative come**  
465 **and speak to the Board. Mr. Glover seconded the motion. The vote was unanimous. Motion**  
466 **passed.**

467 **Glover- Yes, Grund- Yes, Taylor- Yes, Torres- Yes, Coughlan- Yes and Grondstra- Yes**

468 • GBEBD (Staff Use of Social Media)

469 Ms. Taylor noted that this policy is GBEBD- Staff Use of Social Media. They have no policy on  
470 this now, we have KD, KDC and KD-R which covers use district social media accounts. This is  
471 the staff use of social media primarily between themselves and the students. The restrictions here  
472 were taken straight from RSA's and this has been through a review of the New Hampshire  
473 school board association. They believe it aligned well with the RSA's.

474 Mr. Glover asked if this went to PPC.

475 Mr. Coughlan replied that it went to Policy Committee first.

476 Ms. Taylor mentioned that right now they have this was for expansion to all district employees  
477 and not just credentialed employees.

478 Mr. Glover asked when should they present this to PPC.

479 Ms. Taylor replied that she sent PPC both policies.

480 Mr. Coughlan noted that the action is only to submit to legal review.

481 Mr. Glover added that this is pre first reading.

482 Mr. Coughlan noted that after they get it back from legal review, they can send it to PPC and  
483 then proceed.

484 **Mr. Grondstra motioned to submit GBEBD (Staff Use of Social Media) for legal review.**  
485 **Mr. Coughlan seconded the motion. The vote was unanimous, motion passed.**

486 **Glover- Yes, Grund- Yes, Taylor- Yes, Torres- Yes, Coughlan- Yes and Grondstra- Yes**

487 XI. Data Security Discussion

488 Mr. Steel replied that the Deledao software is still not doing the extra logging. It is our IT staff  
489 that has access all of their logs and access to all of the records, and it is available for his  
490 inspection if need be or a building administrator if they need to. we are still not doing any of the  
491 advanced logging that they have and we're still investigating other potential solutions.

492 Ms. Taylor asked about the status for the search for an alternative.

493 Mr. Steel replied that he has asked SAU #39 Technology Director, Mr. Brian Miller, to do that  
494 work. He will provide an update when they get further down the line.

495 XII. Public Input II of II

496 No Public Comment

497 XIII. Non-Public Session

498 **Mr. Glover motioned to enter into Non-Public Session RSA 91 A: 3 II (a) and (c) at**  
499 **8:18PM. Mr. Glover seconded the motion. The vote was unanimous, motion passed.**

500 **Glover- Yes, Grund- Yes, Taylor- Yes, Torres- Yes, Coughlan- Yes and Grondstra- Yes**

501 Other Persons Present during Non-Public Session: Superintendent Steel, Assistant  
502 Superintendent Chamberlin, Principal Berry, Business Administrator Facey and Dana Curran-  
503 Dean of Faculty.

504 Description of matters discussed, and final decisions made: Retirement

505 XIV. Public Session

506 **Mr. Coughlan motioned to leave non-public session. Mr. Glover seconded the motion. The**  
507 **vote was unanimous, motion passed.**

508

509 **Taylor-Yes, Coughlan-Yes, Grondstra-Yes, Torres-Yes (remote), Grund- Yes, Glover-Yes**

510

511 **Ms. Grund motioned to seal nonpublic session minutes to protect the reputation of a non-**  
512 **board member. Motion was seconded by Mr. Grondstra. The vote was unanimous, motion**  
513 **passed.**

514

515 **Glover-Yes, Coughlan-Yes, Taylor-Yes, Grondstra-Yes, Grund-Yes, Torres-Yes (remote)**

516

517 **Mr. Coughlan motioned to approve to offer retirement incentives of up to \$80,000 total.**  
518 **Motion seconded by Mr. Grondstra. The vote was unanimous, motion passed.**

519  
520 **Glover-Yes, Coughlan-Yes, Taylor-Yes, Grondstra-Yes, Grund-Yes, Torres-Yes (remote)**

521  
522 XV. FY 23 Budget Presentation

523 Mr. Steel mentioned that this is the first presentation to the budget. This is the first of many  
524 discussions of the budget.

525 Principal Berry commented this budget presentation is a step in a series of events that will  
526 capitalize on what Souhegan has traditionally been known for, while also making the necessary  
527 changes that our students deserve in these challenging and changing times. We think that our  
528 analysis, and this resulting plan maintains and improves, on our current level of student  
529 excellence, while also renewing our commitment to the professionalism and growth of our staff  
530 and reenergizing the tenets set forth in the Souhegan 6.

531 Since my arrival, we have committed to examining the way that we do things at Souhegan. This  
532 includes the systems and processes that guide us, our instructional practices, and the student  
533 learning outcomes that we see through a variety of measures. The efforts of our faculty and staff  
534 so far to engage in collective inquiry, and to welcome thoughtful yet challenging change, are  
535 commendable. I believe that Souhegan will rise to the level of our vision, and the strategic vision  
536 of the SAU 39, only if the systems and culture serve as a strong foundation for this direction. We  
537 must hold on to the values from the past that are important, stay grounded in the present, and  
538 lead and educate students for the future.

539 What you'll see and hear tonight is our plan to operationalize the building of this foundation and  
540 culture. This effort is part of our commitment to the continual growth and improvement that is  
541 necessary in order to meet the evolving needs of young people and is based on the virtue of  
542 collaboration, that is, believing the whole is greater than the sum of its parts.

543 We will move ahead looking for affinities and natural connections between ideas, people, and  
544 services, with the intent of integrating deeply rather than continuing broadly. We must narrow  
545 our energies in order to provide the educational experience that is valued by both our Souhegan  
546 community and the community at large. Depth over breadth was a founding principle of the  
547 CES, and overtime we have strayed from that idea.

548 True change requires changing our thinking. What worked well at one time is now no longer  
549 suited to that purpose, and the goals themselves have quietly shifted. This requires us to adapt  
550 and change, which is especially difficult for those who have continued to do the good work that  
551 was once groundbreaking and lauded and previously exactly right. Change is challenging, and  
552 change is also exciting. We are certainly excited about the work ahead and the next two to three  
553 years as we continue to support the strategic vision of the SAU 39.

554 He explained that he wanted to be really clear about what we're about in this first budget cycle.  
555 He thanked all the people that worked internally so hard to transition this budget. What they have  
556 here is a presentation.



557 He mentioned this slide is the strategic vision and what we're doing underneath that. You will see  
558 our alignment of priorities it is really important as we develop the staffing plan that it was done  
559 in a thoughtful, respectful manner of students, teachers, interests of the district and interests of  
560 the school board. They are proud of the work that they have done, and it is an honest effort to  
561 meet all of the perspectives of the stakeholders.

562 He reviewed the school demographics- student population 2021-2022 school year. You can see  
563 the percentage of special education students, free and reduced lunch, etc.

564 He explained the glossary of terms. They don't want people to be speculating they want to be  
565 clear and transparent.

566 Principal Berry explained the School Demographics- Staffing Load- 2021-2022 Averages.

567 Ms. Galen Tremblay, SHS Data Analyst/Budget Coordinator, commented the slide before was  
568 looking at the averages, this slide looks at the totals across the courses. Again, you see the first  
569 column with FTE's the first section represents full year courses. What this course count is  
570 actually a unique course, the section count is the number of sections, and the student count. One  
571 thing to keep in mind both on the other slide and this slide, semester two some of those numbers  
572 can change if students need academic support or decide they want to take another elective.

573 Principal Berry added of the 11 unique English courses, we offer we have 38 sections.

574 He commented that they have 113 students receiving special education, FTE's 11.5, average case  
575 load is 9.8, Average Courses Supported: 4 co-taught sections, 1 academic support, advisory in  
576 addition to managing student caseloads.

577 There are 4.85 Counselors FTEs with an average case load 183.6. The American School  
578 Counselor Association recommends a ratio of no greater than 250-to 1. They have a director that  
579 maintains a small caseload and is not included in the average.

580 He reviewed the historical staffing history by department. These projections are designed to meet  
581 the needs of our students and are achieved in the most caring way possible by managing the  
582 attrition of our staff.

583 He reviewed the school demographics- staffing history- support services.

584 He explained the rationale; distributed instructional (Domain) Leadership. He asked Ms. Dana  
585 Curran, SHS Dean of Faculty, to explain this slide.

586 Ms. Curran noted that the plan that we're putting forward for you today is meeting the needs of  
587 our students, supporting our teachers, maintaining our flexibility, and doing it in a really caring  
588 way through our organic retirements and not through involuntary reduction. She is excited to  
589 present this to you today and does not think this is the first time the board has heard about  
590 distributed leadership.

591 Within a school, distributed leadership often takes the form of an instructional leadership team  
592 which represents the larger school community, and each team member is involved because of  
593 their area of expertise in a specific content and pedagogy. Distributed leadership is not about

594 dividing tasks and responsibilities among individuals but rather it's concerted interactions  
595 between individuals, the leaders and those that they lead to drive instructional improvement and  
596 improve starting student learning outcomes.

597 This is through the development of high-quality teaching and a culture where all students can  
598 thrive. This is the underpinning and the research and what is behind this. You can see what we  
599 have done here to explain and highlight how this plan emboldens the strategic vision. This  
600 distributed leadership/ domain leadership model enables our implantation of personalized  
601 success plans, it focuses on and elevates teaching and learning which we are striving to make the  
602 most prominent work in our building for both students and staff. The domain leaders serve as an  
603 anchoring adult who guides, and it also helps us deepen relationships and augments our decision-  
604 making because we have better alignment directly where the rubber meets the road with students  
605 in class. We have strengthened an informed voice from the front lines working with our kids and  
606 a really representative and transparent leadership.

607 Mr. Berry remarked that they want to provide the best overall educational experience for  
608 students and their families. we firmly believe that what we by focusing on the teaching and  
609 learning and supporting of teachers and coaching of teachers to provide that on a daily basis with  
610 their students is where we want to put our energies. All the other things are secondary and that  
611 could be a shift. This is where we are moving towards and feel strongly about because that will  
612 transfer into a better experience for students.

613 He reviewed the current leadership structure that they currently have. He explained the proposed  
614 leadership structure for 2022-2023.

615 Moving into 2023-2024, you see it stays the same as far as positions but where they pushed  
616 down into is AMS.

617 Ms. Curran commented you will notice that we have not separated out the area of humanities and  
618 that is intentional for us at Souhegan. More thoughtful discussion needs to be had about the  
619 direction we will take.

620 Mr. Berry noted the domain leader staffing forecast through FY' 26.

621 In summary, this model meets the needs of students, provides additional faculty support, and  
622 provides flexibility.

623 Mr. Steel gave his full and complete support.

624 The Board thanked Principal Berry and Ms. Curran.

625 Ms. Grund mentioned that she would be interested to see what happens in this budget if we start  
626 having these domain leaders that are being pulled out of teaching classes. She inquired if we  
627 would have to increase our staffing to cover those classes not being taught.

628 Mr. Steel explained that he is dedicated to these positions teaching as long as possible.

629 Ms. Taylor asked about science at the high school and if they will have to split that person at the  
630 middle school.

631 Mr. Steel replied that they will be a Souhegan hire.

632 Mr. Glover added that whatever domain leader in process flows down to the middle school, my  
633 expectation would be to lift students up and to enable that to happen at a high level.

634 Mr. Steel mentioned that a two-way relationship is what is important to him while the curriculum  
635 is of a higher intensity at the high school level. He gave his support for both schools.

636 Ms. Taylor remarked that she would hate to sacrifice our own needs in order to find someone  
637 that is lukewarm for our needs.

638 Mr. Grondstra requested a copy of this presentation.

639 Mr. Torres asked if this solution is customized for our district or are we modeling this after some  
640 other program that had success from this. He inquired how this was developed.

641 Mr. Steel replied this was formed from our leadership team, evaluating what we need to improve  
642 our school system which is really content specific instructional support for our teachers. While  
643 we have developed this locally, this is something that has been put into place in other districts to  
644 some success. His previous district reached out to him about two years after he came here to say  
645 that the single biggest factor that they determined to be a huge increase in their statewide test  
646 scores was the implementation of these positions in that district. They feel strongly that it  
647 provided the instructional support teachers needed to improve their craft.

648 Mr. Glover noted that he was excited to have Amherst's participation in this, it is overdue. To get  
649 into alignment is most important.

650 Business Administrator, Ms. Amy Facey, read article #2 Operating Budget:

651 *“Shall the Souhegan Cooperative School District raise an appropriate as an operating budget,*  
652 *not including appropriations by special warrant articles and other appropriations voted*  
653 *separately, the amount set forth on the budget posted with the warrant or as amended by vote of*  
654 *the first session, purpose is set forth therein, totaling twenty million, three hundred fourteen*  
655 *thousand, eight hundred and fifty dollars. (\$20,314,850). Should this article be defeated, the*  
656 *default budget shall be twenty million one hundred twenty two thousand one hundred ninety one*  
657 *dollars (\$20,122,191), Which is the same as last year with certain adjustments required by*  
658 *previous action of the Souhegan Cooperative School District Or by law; or the governing body*  
659 *may hold one special meeting, in accordance with RSA 40:13, X and XIV, to take up the issue*  
660 *revised operating budget only?” Majority vote required.*

661 She noted as a summary the FY23 proposed budget is \$294,297 or 1.47% over FY22 adopted  
662 budget. The FY’ 23 default budget calculation is an increase of \$124,334 or .62% from the FY  
663 22 adopted budget. The difference between the FY’23 default and the FY’23 proposed budget is  
664 \$170,413 or .85%

665 Ms. Facey reviewed the default calculation. There were some additional special education  
666 staffing needs for FY23 including a special education teacher, two paraprofessionals for new  
667 students and a .5 speech pathologist. The guaranteed maximum rate (GMR) for FY’23 was

668 provided to us in early October, and they were pleased to see 2.7% increase in health insurance  
669 and a negative 1.5% decrease in dental. The PPC agreement will be in its third-year next year,  
670 the New Hampshire retirement will be in the second year those rates remained flat from last year.

671 The default calculation to the proposed budget is a difference of \$170,413. Major drivers for this  
672 difference are furniture and equipment need, additional facilities staffing and associated benefits,  
673 there are reductions in technology, curriculum another facilities needs.

674 Ms. Facey reviewed the Budget Comparison by Fund: General, Food Service, and Grants.

675 Appropriation comparison, this slide provides an appropriation comparison that includes the  
676 expendable trust fund warrant article and the turf fields revolving fund contribution for FY23  
677 should the board agreed to place these on the ballot. This helps to see an apples-to-apples  
678 comparison that includes the expendable trust funds and the revolving fund in both the FY22  
679 adopted and the FY23 proposed budget.

680 This slide shows the budget-to-budget comparison from FY22 to 23 categorized according to the  
681 Souhegan advisory Finance Committee. Of note, special services are increasing by a little over  
682 8%, technology is down about 8%, administration is up about 9%, facilities are down  
683 significantly even with the proposed addition of facility staff primarily due to the cost of the  
684 secure entrance in FY22 as well as some other cost savings. The overall increase from FY22 to  
685 FY23 is 1.47%.

686 This slide shows some of what Principal Berry was talking about from FY22 to FY23 in regular  
687 education teacher salaries. You will see half of the two domain leaders in one line and half of the  
688 two domain leaders in the other line, you'll also see the change from the administration salaries  
689 from FY22 to FY23 the bottom line is that there is a net reduction of \$18, 735.

690 Other considerations for the board, you will need to determine whether to continue with the  
691 expendable trust fund contributions per the capital needs assessment funding plan. For FY23, it  
692 is \$26,260 also, you will need to consider whether to continue to contribute to the turf field  
693 revolving fund. Last year this was done through the unassigned fund balance so as to have  
694 sufficient funds to replace the field in several years. The proposal that was put forth was to  
695 contribute \$85,000 per year for this year and an additional three years. In addition, there have  
696 been conversations about the science classrooms and that discussion is continuing and pending  
697 JFAC recommendation. Also, you first heard about the music art domain leader that would  
698 potentially be a K through 12 position.

699 She mentioned that invitations have gone out and they are fully staffed on the SAFC. She  
700 thanked SAFC Chair, Mr. Dan Veilleux.

701 Mr. Glover asked Mr. Veilleux for comments.

702 Mr. Veilleux replied they're always interested in how to reach those goals in the strategic vision.  
703 It was very helpful last year, and the subcommittee meetings are always a great opportunity to  
704 ask questions. It should go well. They have a lot of talent that is coming back, and a lot of new  
705 people and they should have some good questions and be able to dig into it pretty well.

706 Ms. Facey added that she will share the budget file asap. The budget meetings start next week so  
707 ideally, if we have questions a couple of days before each budget meeting that gives us time to  
708 answer the questions.

709 Ms. Grund added that the budget meetings start next week. If you add your questions, they can  
710 answer them live in the committee meetings.

711 Ms. Taylor inquired about the domain leader's salary.

712 Mr. Steel replied that he will have to check and get back to her.

713 Mr. Glover asked about the domain leaders, we have two and proposed adding two

714 Mr. Chamberlin replied that the performing arts domain leader is not in here yet.

715 Ms. Taylor asked about the domain leader salary of about \$85k.

716 Mr. Steel noted that it was negotiable and not part of PPC. They are always looking at individual  
717 situations.

718 Mr. Torres commented that he sees an overall increase of 1.5% to him, it is modest about what  
719 their goals are. He asked if they are comfortable to support everything that they discussed.

720 Mr. Steel replied, yes.

721 Ms. Taylor inquired about the new positions.

722 Mr. Steel explained that it is three new positions, two of which included are right now in the  
723 budget, the third would be a transfer of an existing position for that purpose.

724 Ms. Grund asked about the budget workshop, it helped a lot last year.

725 Mr. Glover noted that they should schedule this soon after all of the subcommittee meetings.

726 XVI. Meeting Adjourned

727 **Mr. Glover motioned to adjourn the meeting at 9:37PM. Mr. Coughlan seconded the**  
728 **motion. The vote was unanimous, motion passed.**

729

730