

**Merrimack School District/SAU 26
School Board Meeting
Preliminary Agenda
October 16, 2023
Merrimack Town Hall – Matthew Thornton Room**

5:30 p.m. NON-PUBLIC SESSION RSA 91-A:3, II (a) (b) (c) – Merrimack TV Training Classroom

- Negotiations
- Staff Welfare

PUBLIC MEETING

6:00 p.m. **1. CALL TO ORDER and PLEDGE OF ALLEGIANCE** Ken Martin

6:05 p.m. **2. PUBLIC PARTICIPATION** Ken Martin

6:15 p.m. **3. RECOGNITIONS** Ken Martin
- Mock Accident Event Recognitions

7:00 p.m. **4. INFORMATIONAL UPDATES** Ken Martin

- a. Superintendent Update
- b. Assistant Superintendent for Curriculum Update
- c. Assistant Superintendent for Business Update
- d. School Board Update
- e. Student Representative Update

5. OLD BUSINESS Ken Martin

7:15 p.m. **6. NEW BUSINESS** Ken Martin

- a. Student Wellness Update Sara Parrotto
- b. FY25 Budget Process Everett Olsen
- c. Fundraising Discussion Laurie Rothhaus
- d. New Central Office Discussion Laurie Rothhaus
- e. Other

7. POLICIES Ken Martin

8:15 p.m. **8. APPROVAL OF MINUTES** Ken Martin

- a. October 2, 2023 Public and Non-Public Minutes

8:20 p.m. **10. CONSENT AGENDA** Amanda Doyle

- a. Educator Resignations
- b. Educator Nominations

8:25 p.m. **11. OTHER** Ken Martin

- a. Committee Reports
- b. Correspondence
- c. Comments

8:35 p.m. **12. PUBLIC COMMENTS ON AGENDA ITEMS** Ken Martin

8:45 p.m. **13. ADJOURN**

* These times are estimates and may vary depending on discussion.



MSD Social Emotional Learning and Wellbeing Update

Presentation to the Merrimack School Board
Sara Parrott, Director of Student Wellness
October 16, 2023

MSD School Board Goal Setting Plan



Goal Category #1: Create an engaged, inclusive, and collaborative district culture built on mutual trust and respect.

Strategic Objective #3

WHAT: Invest in the social and emotional development and well-being of our staff, students, and their families.

WHEN: Initial plan by 2nd October meeting 2022 • Update at July 2023 meeting • Annual plan by September and update in July annually

WHO: Administration in partnership with the Director of Student Wellness



Four Areas of Focus

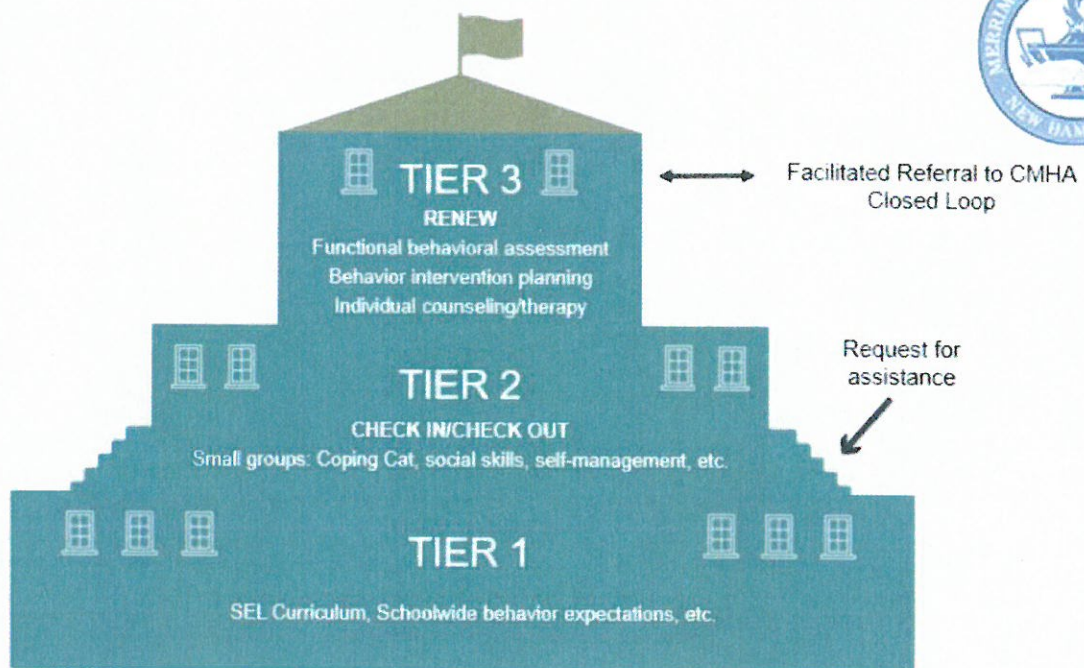
System of Care Framework

**Professional Development and
Committee Work**

**Student Social Emotional
Learning and Wellness**

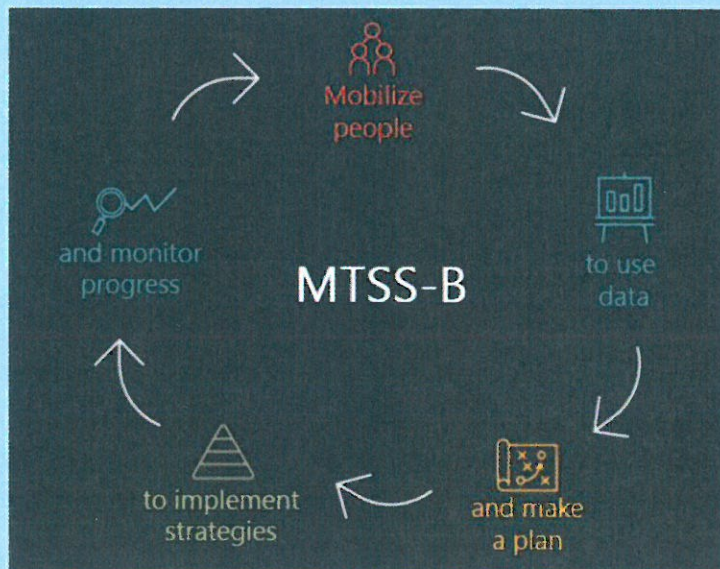
**Community and Family
Engagement**

Building Sustainable Structures





System of Care Framework



- Develop Leadership and School System of Care Multi-Tiered System of Support Teams
- Install data informed decision making processes
- Create systems to improve pathways for accessing student supports
- Align with System of Care for Children's Mental Health Law ([RSA 135F](#))
- Consult with MTSS-B Consultant from the Department of Education Office of Student Wellness

Professional Development and Committee Work



Provide District Wide PD

- Responsive Classroom
- Suicide Prevention
- Mandated Reporting
- CPI (non-violent crisis prevention)
- Restorative practices



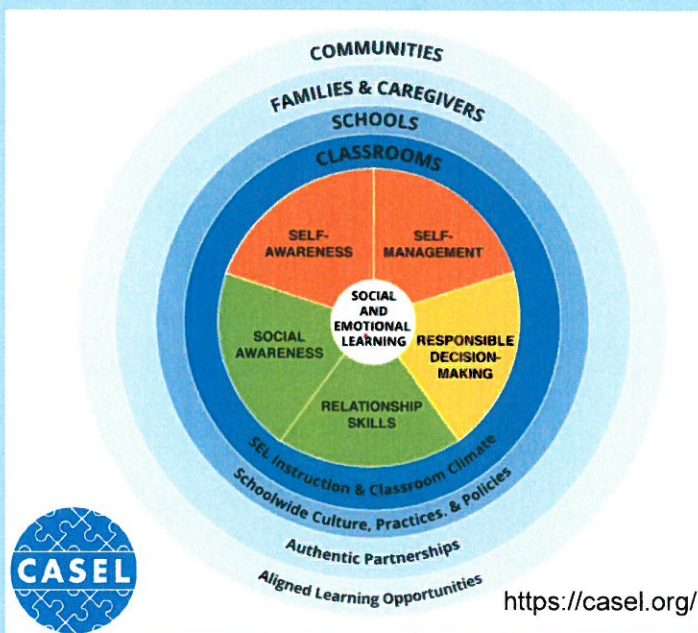
District SEL/Wellness PLTs

- K-12 Alignment with ASCA/CASEL
- Create goals related to needs identified by student support data and assess intervention efficacy
- Collaborative Problem Solving training

Formation of Teams for System Improvement

- District System of Care Committee
- Restorative Practices Implementation group
- Data-based Decision Making group
- Intervention Implementation group

Student Social Emotional Wellness



- Improve intervention fidelity through school based advanced tier teams and training
- Identify strengths and needs through Universal Screening
- Update suicide prevention practices to align with current policy and research
- Implement Restorative Practices to improve outcomes for student (attendance and discipline referrals)
- Create website to share SEL resources with educators
- Align current SEL and Wellness initiatives with student needs and district strategic plan

Community and Family Engagement



- Host Screenagers parent viewing night and secure funding to show sequel
- Send out regularly scheduled communication to the community regarding current wellness initiatives
- Sustain and Expand Community Partnerships
- Create family engagement vision statement and improvement plan

Questions ?

MERRIMACK SCHOOL DISTRICT
School Administrative Unit #26
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Tel. (603) 424-6200 Fax (603) 424-6229

AMANDA S. DOYLE
Assistant Superintendent for Curriculum

EVERETT V. OLSEN, Jr.
Chief Education Officer

MATTHEW D. SHEVENELL
Assistant Superintendent for Business

To: Ken Martin
Laurie Rothhaus

Naomi Halter
Lori Peters
Jenna Hardy
Shaun Evidente

From: Everett V. Olsen, Jr.

Date: October 11, 2023



Subject: 2024-2025 School Budget Process Document

Several weeks ago, Matt and I discussed the importance of everyone with school district budget development input, possessing a common understanding of the budget process. As a result of our conversations, I drafted and reviewed (with Matt) the enclosed document.

This budget process PowerPoint has been shared with Ken and Laurie and Naomi Schoenfeld, Chair of the Budget Committee for preliminary review. Naomi made a few suggested changes for enhanced clarity that are reflected in this document and was very pleased that this represents a road map that allows all Board and Committee members to understand the sequence of events. I look forward to discussing this with you on Monday evening.

Merrimack School District

Budget Process



Step 1: Gather the Data



District Administration meets with Leadership Team to review academic, social emotional, and operational data.



District administration reviews the strategic plan and school board goals and objectives with the leadership team.



District administration meets with staff from every building to understand the current and emerging needs of students.



District administration conducts pre-budget development discussions with the leadership team and other budget managers (food service, maintenance, athletics) to establish budget priorities based on quantitative and qualitative data.

Step 2: Development of Site-Based Budget Requests

Principals, Assistant Principals, and Directors



DEVELOP THEIR RESPECTIVE SITE-BASED BUDGET REQUESTS



PRESENT AND REVIEW SITE-BASED BUDGET REQUESTS TO DISTRICT ADMINISTRATION

Step 3: Present Initial Budget Request



Superintendent, and Assistant Superintendents present the school district initial budget request to the school board

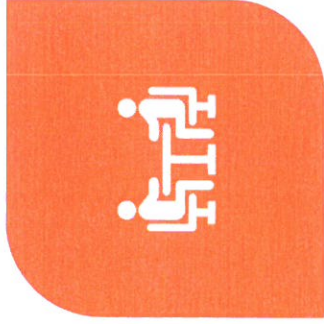


Principals, Assistant Principals, and Directors present their respective site-based budget requests to the school board



Assistant Superintendent for Business prepares a Voters Guide for the stakeholders and community members of Merrimack

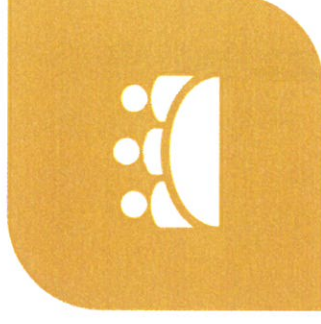
Step 4: School Board Action



SCHOOL BOARD CONDUCTS BUDGET DISCUSSIONS AND PROPOSES POSSIBLE ADJUSTMENTS TO THE INITIAL BUDGET REQUEST BASED ON INPUT FROM ALL STAKEHOLDERS AND COMMUNITY MEMBERS



SCHOOL BOARD APPROVES A BUDGET REQUEST, AND FORWARDS THE REQUEST TO THE SCHOOL BUDGET COMMITTEE



SCHOOL BOARD AND DISTRICT ADMINISTRATION PRESENT A GLOBAL BUDGET OVERVIEW TO THE BUDGET COMMITTEE

Step 5: The Budget Committee

The Budget Committee convenes to begin its work.

Budget Committee members attend site visits to review and better understand each site's budgetary needs.

The Budget Committee utilizes the Budget Request from the School Board, the district strategic plan, and other relevant sources to create a proposed budget that is reflective of School Board priorities.

The Budget Committee votes to finalize their proposed budget.

The finalized proposed budget is presented to voters at the Deliberative Session.

Step 6: The Deliberative Session

Budget Committee and School Board provide an overview of the proposed budget being submitted to the Deliberative Session for the voter's action

Voters at the Deliberative Session approve the budget either as submitted or modified by the Deliberative Session

The approved budget moves onto the ballot

**Merrimack School Board Meeting
Merrimack School District, SAU #26
Merrimack Town Hall – Matthew Thornton Room
October 2, 2023**

Present: Chair Ken Martin, Vice-Chair Laurie Rothhaus, Board Member Naomi Halter, and Board Member Jenna Hardy. Also present were Chief Educational Officer Olsen, Assistant Superintendent for Business Matt Shevenell, Assistant Superintendent of Curriculum Assistant Superintendent of Curriculum Doyle, and Student Representative Shaun Evidente.

Board Member Lori Peters participated via telephone. As such, all votes would be taken by a roll call vote.

*Board Member Peters stated that she was calling from her home, and she was alone.

5:30 p.m. – Non-Public Session pursuant to RSA 91-A:3, II (a) (b) (c) – Merrimack TV Training Room

- Staff Welfare

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Martin called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

2. PUBLIC PARTICIPATION

There was none.

3. RECOGNITIONS

There were no recognitions to share.

4. INFORMATIONAL UPDATES

- a. Superintendent Update

Chief Educational Officer Olsen commented that there would be a professional development day the following Friday. He added that the three-year strategic planning process would begin soon. He said there were 25 members of the Strategic Planning Committee, and he expected that the process would take six or seven months to complete. He also said it was an important component for the school district to complete.

Chief Educational Officer Olsen said they were looking at some priority focus areas that they had identified as a leadership team at their summer retreat, and they would look at various categories in terms of how they relate and how they worked to develop the priorities in the areas of teaching and learning, school finance and resources, technology, technology infrastructure, facilities and operators, human resources and culture, student and staff wellness, school security, capital improvements, and community relations and communication, along with the continuation of a focus on a positive cultural, and several other goals. He added they would meet every week to every other week, from 5:30 p.m. to 7:30 p.m., and the facilitator would be Mr. Mark Dolan from the New Hampshire School Board's Association.

55
56 Chief Educational Officer Olsen said they had a very positive meeting with the Planning &
57 Building Committee the prior week and always appreciated their support.
58

59 Chief Educational Officer Olsen commented that the Leadership Team would be held the
60 following Wednesday, and they would have important training regarding two-way radios and
61 what their capabilities were, as well as those capabilities they may not have.
62

63 Chief Educational Officer Olsen shared that the leadership team would be meeting with the
64 schools to discuss and schedule the budget. He said they would also engage with the staff
65 for their input.
66

67 b. Assistant Superintendent of Curriculum Doyle Update
68

69 Assistant Superintendent of Curriculum Doyle said the professional development day on the
70 following Friday would include iReady training for elementary schools as well as the middle
71 school. She said they would also spend some time looking at the family reports so they
72 could figure out which reports needed to go home to families. Additionally, Assistant
73 Superintendent of Curriculum Doyle said they would engage in facilitation in what was called
74 a "Family Data Chat."
75

76 Assistant Superintendent of Curriculum Doyle shared that New Hampshire Learning
77 Initiative (NHLI) would be return to meet with staff at the high school and middle school.
78 She said the middle school would be doing more Professional Learning Community (PLC)
79 driven work. The high school would be doing Professional Learning Community (PLC) work
80 and also work on establishing competencies.
81

82 Assistant Superintendent of Curriculum Doyle said the Social & Emotion Learning Specialist
83 and Guidance Counselors would be doing a Crisis Prevention Intervention (CPI) training
84 refresher as it pertained to the Seclusion and Restraint Policy.
85

86 c. Assistant Superintendent for Business Shevenell
87

88 Assistant Superintendent for Business Shevenell said that they were beginning to work on
89 the budget for the 2024 – 2025 school year. He said they had already met with the Planning
90 & Building Committee, where he gave them an update on the Capital Improvement Plan.
91 He explained that the plan would include items like roofing, window replacements, and
92 technology infrastructure, among others, for discussion. He added that they would also be
93 looking at the locker rooms at the high school and upgrading the security system, including
94 new locks and cameras.
95

96 d. School Board Update
97

98 Chair Martin commented that the Delegate Assembly was coming up and he would provide
99 an update at the next meeting.
100

101 e. Student Representative Update
102

103 Student Representative Evidente relayed a request from Finn, who wished to push the vote
104 regarding Student Bring Your Own Device (BYOD) Policy (JICM) to the next meeting. Chair
105 Martin replied that the Student Bring Your Own Device (BYOD) policy was being reviewed
106 at this meeting and not being voted on, so Finn was welcome to submit any comments he
107 had to the School Board.
108

Student Representative Evidente said his personal opinion was that he liked the new schedule; however, Advisory did not feel like there was a very high level of engagement, but more like a study hall. He said the previous week, there was a pep rally which was well attended, as well as Spirit Week. He added he felt the Homecoming was successful.

5. OLD BUSINESS

a. Directory Information

Chief Educational Officer Olsen explained that under the Family Educational Rights and Privacy Act (FERPA) and in compliance with New Hampshire RSA-189:1(e), the district was responsible for informing parents every year that there are certain types of student information, called Directory Information that was articulated in the FERPA and the New Hampshire RSA that they were able to disclose to third parties, whether it be tutoring educational companies, a company that sells class rings, or merchandise, college recruiters, military recruiters, and from attorneys. He added requests for information regarding students were quite minimal, i.e., once or twice a year.

Chief Educational Officer Olsen said if parents wished not to have any of their students' information (not student I.D. numbers or social security numbers), they would have to let them know annually that they did not wish their students information disclosed.

Chief Educational Officer Olsen said he had sent out a communication that included an email address that parents could use to opt out of disclosing their student's information.

6. NEW BUSINESS

a. Planning and Building Committee Meeting Update

Vice-Chair Rothhaus said the Chair of the Planning & Building Committee, Mr. Rich Hendricks, was very appreciative of the School Board moving forward with the proposed new Merrimack School District SAU office on-campus on the Brentwood site. She said they discussed parking lots and whether there would be enough parking and the size of the conference room.

Vice-Chair Rothhaus stated that they collectively had some safety concerns regarding the current SAU building. She said it was not ADA-compliant and entirely too small, but they agreed with the proposed plan.

Assistant Superintendent for Business Shevenell pointed out that there were several violations in the SAU building, including not having a second egress in the basement. He said the proposed design was approximately 11,000 square feet and he was getting bids from four companies.

Board Member Halter mentioned that there was a lack of conference space in the current SAU building.

Chair Martin pointed out that the project should have been done many years ago, and because the middle school was paid off, they would be able to bond the project, which would not affect the tax rate.

Vice-Chair Rothhaus noted that the Planning & Building Committee voted 5 – 0 – 0 in favor of proceeding with the project.

7. POLICIES

Chief Educational Officer Olsen said that he felt the School Board should not hold up voting on any policies based on one student's wish to share their thoughts. He said he felt the student should first address their opinions with Mr. Claire, Principal of Merrimack High School (or any other principal of any other school), and if that principal felt it should rise to the level of the School Board, then they could further discuss it.

a. Student Bring Your Own Device (BYOD) Policy (JICM) - (2nd Reading/Adoption)

MOTION: Board Member Hardy made a motion to approve the Student Bring Your Own Device (BYOD) Policy (JICM), as presented. Vice-Chair Rothhaus seconded the motion.

A roll call vote was taken, which resulted as follows:

Yea: Board Member Halter, Board Member Hardy, 5
Vice-Chair Rothhaus, Board Member Peters, and Chair Martin

Nay: 0

MOTION CARRIED: 5 – 0 – 0.

Chief Educational Officer Olsen noted that the Student Dress Code Policy (JICA) and the Student Bring Your Own Device (BYOD) Policy (JICM) had been vetted by legal counsel.

b. Student Dress Code Policy (JICA) - (2nd Reading/Adoption)

MOTION: Board Member Hardy made a motion to approve the Student Dress Code Policy (JICA), as presented. Chair Martin seconded the motion.

Discussion:

Vice-Chair Rothhaus commented that she felt it was very important that the policy was written very clearly. She made some suggested edits.

Board Member Hardy mentioned that legal counsel had vetted the language and was comfortable with the verbiage.

Chief Educational Officer Olsen suggested that they hold off on approving the policy so that he could review the suggested modifications with the leadership team.

Board Member Hardy said that she did not feel it was possible to write a School Board policy as the dress code would be very different for each age group.

Board Member Halter asked where the language in the policy came from. Chief Educational Officer Olsen replied that the language in the policy came from a committee that Assistant Superintendent of Curriculum Doyle convened that consisted of administrators who looked at a number of policies from around the country.

Board Member Peters stated that they had a district policy, but what was written in the handbook was legally binding, and it needed to be specific. She said if a situation occurred that rose to the level of going to court, it would be both the policy and the school's handbook.

MOTION: Chair Martin made a motion to table policy (JICA) Student Dress Code to a future meeting. Board Member Peters seconded the motion.

A roll call vote was taken, which resulted as follows:

Yea: Board Member Halter, Board Member Hardy, 5
Vice-Chair Rothhaus, Board Member Peters, and Chair Martin

Nay: 0

MOTION CARRIED: 5 – 0 – 0.

c. Suicide Prevention and Response Policy (JLDBB) - (2nd Reading/Adoption)

MOTION: Vice-Chair Rothhaus made a motion to approve Suicide Prevention and Response Policy (JLDBB). Board Member Hardy seconded the motion as presented.

A roll call vote was taken, which resulted as follows:

Yea: Board Member Halter, Board Member Hardy, 5
Vice-Chair Rothhaus, Board Member Peters, and Chair Martin

Nay: 0

MOTION CARRIED: 5 – 0 – 0.

d. Use of Physical Restraint/Seclusion Policy (JKAA) - (2nd Reading)

After some discussion and suggested edits by members of the Board, the following motion was made.

Chief Educational Officer Olsen noted that once the revisions were incorporated into the policy, he would have legal counsel review it again to ensure that nothing that was subsequently inserted made any material change to the policy such that it might be out of compliance with any statute.

MOTION: Chair Martin made a motion to table Use of Physical Restraint/Seclusion Policy (JKAA) to a future meeting. Board Member Hardy seconded the motion.

A roll call vote was taken, which resulted as follows:

Yea: Board Member Halter, Board Member Hardy, 5
Vice-Chair Rothhaus, Board Member Peters, and Chair Martin

Nay: 0

MOTION CARRIED: 5 – 0 – 0.

266 **8. APPROVAL OF MINUTES**

- 267
268 a. September 11, 2023, Public and Non-Public Minutes
269

270 **MOTION:** Chair Martin made a motion to approve the September 11, 2023, public and non-
271 public minutes, as amended. Board Member Halter seconded the motion.
272

273 **Edits:**

274
275 Line 182: "Town Counsel" was changed to "Legal Counsel" – Board Member Halter.
276 Line 227: "Fits" was changed to "Gifts" – Board Member Halter.
277

278 A roll call vote was taken, which resulted as follows:
279

280 Yea: Board Member Halter, Board Member Hardy, 5
281 Vice-Chair Rothhaus, Board Member Peters, and Chair Martin
282

283 Nay: 0
284

285 **MOTION CARRIED: 5 – 0 – 0.**
286

- 287 a. September 18, 2023, Public Minutes
288

289 **MOTION:** Board Member Peters made a motion to approve the September 18, 2023, public
290 minutes, as presented. Board Member Hardy seconded the motion.
291

292 A roll call vote was taken, which resulted as follows:
293

294 Yea: Board Member Halter, Board Member Hardy, 5
295 Vice-Chair Rothhaus, Board Member Peters, and Chair Martin
296

297 Nay: 0
298

299 **MOTION CARRIED: 5 – 0 – 0.**
300

301 **9. CONSENT AGENDA**

302
303 There were no educator resignations or educator nominations for the Board to consider.
304

305 **10. OTHER**

- 306
307 a. Committee Reports
308

309 Board Member Halter said she attended the Parks & Recreation Committee meeting on
310 September 20th and noted the following:
311

- 312
 - Childcare would be available on Monday, October 9, 2023, all day long at Wasserman Park.
 - 22 kids from the Thorntons Ferry Elementary School were enrolled in the afterschool program at the function room at Wasserman Park. They were hoping to expand the program to other schools.
316

- Maintenance and landscaping help were needed.
- The Naticook Challenge 5K will be held on October 14th.
- The Halloween party will be held on Saturday, October 28th.

Board Member Peters commented that the Joint Loss Management Committee had met on September 19th and they were in the formation stage of getting the draft policies for safety inspections of each building. She added that they already had 27 claims since the beginning of the school year, which was a lot.

Board Member Peters shared that she and Vice-Chair Rothhaus had met with the management team, met with the representatives of the MESSA contract, and had set dates for future meetings.

b. Correspondence

Vice-Chair Rothhaus commented that she received correspondence regarding the scoreboard at the high school and one about Crisis Prevention Intervention (CPI) and the laws regarding seclusion.

Board Member Peters shared that a parent had contacted her about concerns regarding emergency vehicles at a school, as there was a held incident at one of the schools, and they misunderstood the policies surrounding it, and she communicated the correct policies to the parent.

c. Comments

There were none.

11. PUBLIC COMMENTS ON AGENDA ITEMS

Mr. Justin Slez, 5 Colonial Drive, addressed the Board and said he felt for legal purposes, Board Member Peters needed to state where she was calling from and if there was anyone else in the room with her. (**Board Member Peters stated that she was calling from her home, and she was alone.)

12. ADJOURNMENT

MOTION: At approximately 7:12 p.m., Board Member Hardy made a motion to adjourn. Board Member Halter seconded the motion.

MOTION CARRIED: 5 – 0 – 0

MERRIMACK SCHOOL DISTRICT MONTHLY ENROLLMENTS 2023-2024
October 2, 2023

Enrollment On	PRE	K	1	2	3	4	Total	5	6	Total	7	8	Total	9	10	11	12	Total	ODP	HSS	TOTALS
October 2, 2023																					
MES	32	55	81	82	68	78	396														396
RFS	41	119	82	90	72	81	485														485
TFS	38	93	106	95	97	105	534														534
MUES								272	237	509	241	269	510	262	272	260	300	1094			1094
MMS																					509
MHS																					510
PR-12 Total																			20		3528
Student Services ODP**																					20
Home Study (HSS)																				132	132
Total	111	267	269	267	237	264	1415	272	237	509	241	269	510	262	272	260	300	1094	20	132	3680

**Out-of-District Placement

MONTHLY ENROLLMENTS 2023-2024

Month	*PRE	K	1	2	3	4	Total	5	6	Total	7	8	Total	9	10	11	12	Total	ODP	HSS	TOTALS
September 11, 2023	110	267	268	266	237	263	1411	273	237	510	244	269	513	263	274	261	304	1102	20	131	3687
October 1, 2023	110	267	269	267	237	264	1414	272	237	509	242	269	511	262	273	260	300	1095	20	130	3679
October 2, 2023	111	267	269	267	237	264	1415	272	237	509	241	269	510	262	272	260	300	1094	20	132	3680

BUS SUSPENSIONS FOR THE MONTH OF SEPTEMBER

	MHS	MMS	JMUES	MES	RFS	TFS
Fighting						1
Vandalism			3			
Disrespect/Disruption			3	2	1	2
Unsafe Behavior						
Other						
TOTAL	0	0	6	2	1	3