

1 Souhegan Cooperative School Board

2 Thursday, February 02, 2017

3 Meeting Minutes

4 Attendees:

5 Administrative Team: Peter Warburton – Superintendent, Rob Scully- Principal SHS, Christine
6 Landwehrle- Director of Curriculum & Professional Development, Kathy White- Dean of
7 Faculty, Karen Chinnis- Director of Guidance and John Ranta- Computer Science Teacher SHS.

8 Souhegan School Board: Chair- Mary Lou Mullens, Vice Chair- Howard Brown, Pim Grondstra-
9 Secretary, Steve Coughlan, Peter Maresco and Dwayne Purvis.

10 Minute Taker: Danae Marotta

11 Public: Liz Purvis- Community Council Member, Amherst NH, Maggie McCabe- Amherst NH,
12 Ellen Grudzien- Souhegan Advisory Finance Committee, Amherst NH, Lisa Eastland- Souhegan
13 Advisory Finance Committee, Amherst NH, Jeanne Ludt- Amherst NH and Linda Keiser-
14 Amherst NH.

15 I. CALL TO ORDER – Chair Mary Lou Mullens

16 **Ms. Mary Lou Mullens called the Meeting to Order at 6: 04 PM.**

17 II. ANNOUNCEMENTS

18 A. Principal's Report

19 Bullet Points

20 Principal Rob Scully noted that he has bullet points on the top of his Principal's Report.

21 He then added that this is an improved memo format and he will be happy to answer any
22 questions as needed.

23 Ms. Mullens noted that the agenda packet is not online.

24 Mr. Scully discussed that Souhegan High School's new peer writing coaches launched their first
25 schedule of conferences working with nearly all of the 180 freshmen who were drafting and
26 revising their personal narrative essays. Next year, students can take Writer's Workshop as a
27 trimester course. Students will improve their own writing skills as well as be trained to work as
28 tutors in our Saber Support Peer Tutor program.

29 He added that trained students will coordinate with The Claw to edit proofread content.

30 He then noted that it is Course Selection time and that parents of current 9th and 10th graders
31 attended a presentation on Thursday, January 26th at 6:30pm in the theatre. He further discussed
32 that parents were introduced to requirements, options and course selection procedures for 9th and

33 10th grade students. Parents of current 11th graders received information during Junior College
34 Night on January 12th.

35 He then discussed NEASC, mentioning that the Steering Committee continues to work on
36 preparations for the fall 2018 visit. He noted that last week's meeting included finalizing the
37 community communication, student participants, parent and board participants. The first formal
38 step of their self-assessment begins with the Endicott Survey. He then reminded the public what
39 the acronym NEASC stands for (New England Association of Schools and Colleges).

40 Principal Scully then discussed Senator Hassan's recent to Visit Souhegan High School to
41 observe Students' Work through the PACE Program.

42 He then discussed the Addison Rutland Supervisory Union (ARSU) Visit.

43 He then mentioned the recent trip to the Inauguration taken by the Claw students and other
44 student recognitions.

45 He then noted that students were challenged by Reaching Higher New Hampshire to engage in a
46 video contest illustrating how their learning exhibits 21st century skills and NH work study
47 practices. Souhegan student Sam Henry's video has been selected as a finalist and focuses on his
48 passion for programming.

49 Mr. Chen asked if faculty has visited other schools since the last Board meeting.

50 Mr. Scully replied, no, and that there should be more balance.

51 Mr. Chen added that visits should be more mutual.

52 Mr. Scully replied yes, it has been more hosting now with the involvement in PACE.

53 Ms. Mullens noted that SHS is on the forefront of education.

54 Mr. Chen remarked that if the teachers do go visiting other schools then the Board should hear
55 about it.

56 Mr. Scully then mentioned several SHS teachers that have been recognized for their work.

57 Ms. Mullens noted that it is on the March agenda for several teachers to come and speak of their
58 work outside of the SHS.

59 She then congratulated SHS and Principal Scully for the visit from Senator Hassan.

60 B. Community Council Report

61 Liz Purvis Community Council liaison then addressed the Board with recent updates.

62 She first discussed a proposal that recently passed to implement a line in the substitute's
63 spreadsheet for their preferred name other than their legal name. She added that the preferred
64 name is more professional and not exactly a nickname.

65 She then discussed the fire drill Proposal and discussed that the lights and noise can be a
66 traumatic experience for those with mental health disabilities. The proposal is to give those
67 individuals a warning ahead of time. She remarked that it does not seem like it will pass as it can
68 cause more harm than good.

69 She then noted that a third proposal to change when the student activities coordinator will be
70 elected has passed. The election will move to the spring and it will take place around other
71 executive position elections.

72 Last, she discussed a cell phone proposal for students to willingly to hand in their phone in the
73 beginning of class. She added that it will be a widely debated issue and if it passes it will be
74 school wide. She then noted that there will be incentives for students that willingly hand in their
75 phones such as retaking a test etc.

76 Ms. Mullens remarked on the fire drill proposal. She noted that Mr. Pete Gagnon, Dean of
77 Students, has been in touch with the fire chief.

78 The Board thanked Liz Purvis.

79 C. Committee Reports

80 Ms. Mullens asked the Board if there were any committees that want to speak.

81 Mr. Purvis asked if the public could speak at any time.

82 Ms. Mullens replied, yes, the public can speak at any time and no policy is needed.

83 III. PUBLIC COMMENT

84 Ms. Maggie McCabe asked about the budget transfers and if funds are being moved to a
85 particular line for something else. She added that they do not see the details online.

86 Ms. Mullens noted that Mr. Adam Steel, Business Administrator is out sick tonight.

87 Mr. Maresco then explained the budget transfers.

88 Mr. Coughlan remarked the explanation is on page 55 and 56.

89 Superintendent Warburton added that this is a public document. He then showed several pages to
90 Ms. McCabe.

91 The Board thanked Ms. McCabe.

92 Ms. Lisa Eastland discussed that 80's Night's tickets sales are low and then reminded the public
93 to private message her to buy them at eastland@comcast.net, it is 10 raffle tickets for \$10. She
94 noted that they use those ticket sales for scholarships.

95 She then discussed that she has done further research on Special Education in neighboring towns.
96 She added that Ms. Meg Beauchamp's presentation last meeting was very helpful in educating
97 the public. She noted that it had shown her data that she had not known about.

98 She then thanked the Board for her inquiries.

99 The Board thanked Ms. Eastland.

100 IV. CONSENT AGENDA

101 A. Minutes

102 1. December 1, 2016

103 2. January 4, 2017

104 3. January 11, 2017

105 4. January 23, 2017

106 B. Treasurer's Reports

107 1. December 2016

108 C. Unanticipated Revenue

109 1. Unanticipated Revenue -\$500.00 from HealthTrust for teacher and staff
110 wellness programs. (General Fund)

111 2. Donation - \$4,500.00 from Amherst Baseball Club, Inc. to support SHS
112 Baseball team. (Student Activity Fund)

113 3. Donation - \$500.00 from Walter Prue to support the SHS FIRST Robotics
114 Club. (Student Activity Fund)

115 4. Donation - \$750.00 from Brian and Linda Walters to support the SHS FIRST
116 Robotics Club. (Student Activity Fund)

117 D. Budget Transfers

118 1. 2017 002

119 2. 2017 003

120 E. SHS Student Activity Fund Trial Balance Report- 070116 to 123116

121 F. Waste Removal Contract

122 Mr. Steve Coughlan and Mr. Pim Grondstra pulled the Dec1st 2016, Jan 4th 2017 and Jan 11th
123 2017 Minutes.

124 *The following changes were made:*

125 Mr. Coughlan noted that his name was misspelled twice in the December 1st 2016 Minutes.

126 Mr. Pim Grondstra asked about the default budget calculation starting on Line 192 in the January
127 4th 2017 Minutes.

128 Discussion ensued.

129 Mr. Dwayne Purvis noted that Mr. Chen's response on Line 187 January 4th Minutes should
 130 have been listed as "Yes". Mr. Chen agreed.

131 Mr. Grondstra noted that the motion on lines 224-226 on the January 11th Minutes should have
 132 been listed as "tabled".

133 Mr. Pim Grondstra noted that Mr. David Chen was in attendance for the Dec 1st 2016 Meeting.

134 Ms. Mullens thanked the donors for being so generous.

135 **Mr. Steve Coughlan made a Motion to accept the Consent Agenda A. Minutes 1. December**
 136 **1, 2016, 2. January 4, 2017, 3. January 11, 2017, as amended, 4. January 23, 2017 B.**
 137 **Treasurer's Reports 1. December 2016, C. Unanticipated Revenue 1. Unanticipated**
 138 **Revenue -\$500.00 from HealthTrust for teacher and staff wellness programs. (General**
 139 **Fund), 2. Donation - \$4,500.00 from Amherst Baseball Club, Inc. to support SHS Baseball**
 140 **team. (Student Activity Fund), 3. Donation - \$500.00 from Walter Prue to support the SHS**
 141 **FIRST Robotics Club. (Student Activity Fund), 4. Donation - \$750.00 from Brian and**
 142 **Linda Walters to support the SHS FIRST Robotics Club. (Student Activity Fund), D.**
 143 **Budget Transfers 1. 2017 002, 2. 2017 003, E. SHS Student Activity Fund Trial Balance**
 144 **Report- 070116 to 123116 and F. Waste Removal Contract. Mr. Dwayne Purvis seconded.**
 145 **The vote was unanimous, Motion passed.**

146 V. PRESENTATION

147 A. FY17 SCS D 2nd Quarter Projection

148 Chair Ms. Mullens noted that there is some information in the agenda packet and that Mr. Adam
 149 Steel is unfortunately out sick.

150 She noted if anyone has any questions to email Mr. Steel and copy the Board on the email so
 151 they have that information as well.

152 B. Coding with Kathy White and John Ranta

153 Ms. Kathy White noted that Mr. John Ranta, Computer Science Teacher SHS, has done a
 154 wonderful job with restructuring the Computer Science program at SHS.

155 Mr. John Ranta noted that he has been at SHS for 15 years. He then discussed the early
 156 beginnings of computer programming at SHS and the new Programming Club headed by Ms.
 157 Katie McCann.

158 He then discussed the classes and curricula. He then noted that it is not just programming and it
 159 is more of the general computer science. He then reviewed the various units such as Big Data
 160 and Privacy. He added that it also deals with societal issues such as privacy.

161 He then gave the Board a handout on the different programs.

162 He added that he would be happy to answer any questions the Board or public may have.

163 He added that there are no NH State standards yet for Computer Science and that he has been
164 using the www.csteachers.org website for standards.

165 He then explained some CSTA Competencies across Computer Science classes.

166 Mr. Ranta then compared and contrasted SHS's computing classes vs. the various neighboring
167 schools such as Bedford, Hollis/Brookline and Milford and the computing courses that they
168 offer.

169 Mr. Chen asked if the Python programming language class is a one or three trimester course.

170 Mr. Ranta replied, it is all, some take it for one or all three.

171 Mr. Chen mentioned that too many course offerings is not always good.

172 Mr. Ranta noted that Java is more challenging and agreed that too many classes can get diluted.

173 Mr. Brown asked about standards and if he is getting professional development.

174 Mr. Ranta remarked that there is a wealth of training opportunities and also uses the
175 www.csteachers.org for reference.

176 Mr. Chen remarked that he likes what he sees with the curricula and asked how Mr. Ranta sees
177 this progressing. He then remarked about the enrollment.

178 Mr. Ranta replied that he is looking forward to adding more classes and in the long term he is not
179 sure. He also added that it depends on student interest.

180 Mr. Chen commented that they are starting with students from the middle school and if there is a
181 sequence of courses from beginner to challenging.

182 Mr. Ranta replied that this is by no means the final computer science program.

183 Principal Scully added that they have started aligning programming and it is progressing.

184 Mr. Chen noted that this fits in with the Advance Pillar.

185 Mr. Purvis asked how they could make this more popular and the possible matching up work
186 assignments with students.

187 Mr. Ranta then discussed that students could certainly get internships.

188 Superintendent Warburton asked about the standards.

189 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, replied, yes,
190 C/W and AMS is doing an Hour of Code and that they have made great strides.

191 Ms. Mullens commented that it is great.

192 Mr. Chen commented that some of the courses can be pushed down to younger students.

193 Ms. Eastland asked where they get their curriculum from.

194 Mr. Ranta replied that there are great things online.

195 The Board thanked Mr. Ranta for his presentation.

196 VI. INFORMATIONAL

197 A. Camera Review

198 Principal Scully noted that the Incident Command group met today to discuss cameras for SHS
199 and to create a universal code for SAU 39. He then noted that they got an outside group to come
200 in and evaluate security.

201 He added that they are in the process of creating a template of security measures for all SAU 39
202 schools.

203 He noted that in the next meeting or two they will discussing it in further detail.

204 The Board thanked Principal Scully.

205 VII. DISCUSSION

206 A. Capital Reserve for Bathrooms

207 Ms. Mullens noted that there was a presentation by their District attorney and that they have the
208 legal obligation to make sure that students feel private, safe and secure at all times. She then
209 noted the bathrooms were in disrepair before the gender neutral bathroom idea.

210 She noted that they cannot add anything to the budget now. She added that without Mr. Steel
211 here she is unsure of what can happen.

212 Mr. Brown noted that they are lacking in a lot of areas of safety and security of the bathrooms
213 that need to be fixed.

214 Mr. Coughlan noted that the budget cannot be changed but it can be amended to add the cost to
215 fix the bathrooms.

216 Ms. Mullens noted that she has never encountered that before and that she wants to get a sense of
217 what the Board is thinking.

218 Mr. Chen asked if they could use the Expendable Trust.

219 Ms. Mullens noted that the ET is usually for a large ticket item and that it is a part of safety and
220 security.

221 Mr. Coughlan replied that there is a separate committee that looks into it and then makes a
222 recommendation to the Board.

223 Mr. Brown added that the committee has not met in quite some time.

224 Discussion ensued.

225 Mr. Chen asked if this Monday (2 06 17) would be possible.

226 Mr. Coughlan then reviewed the various members.

227 Mr. Purvis asked about the ballpark cost.

228 Ms. Mullens replied about \$14K.

229 Superintendent Warburton discussed that the state of the bathrooms as they are now are not
230 functioning properly totally different than the gender neutral bathrooms.

231 Ms. Ellen Grudzien noted the cost of \$12 and \$18K to fix the bathrooms.

232 Ms. Mullens then asked the Board what way they would like to

233 She then asked the Board which way they are thinking for obtaining the cost for the bathrooms.

234 **Mr. Chen that the Board fund the bathroom repairs with the priority being first using the**
235 **Unexpended Fund Balance and if not available, revert to the School Maintenance**
236 **Expendable Trust Fund. Mr. Dwayne Purvis seconded the Motion.**

237 B. FY18 Default Budget

238 Mr. Grondstra commented about the carpentry line.

239 Ms. Mullens noted that Mr. Steel will be emailing the Board about the default budget.

240 Mr. Chen asked about the athletic equipment.

241 Mr. Maresco commented that Mr. Steel calculated the default budget correctly. He remarked that
242 he does not want to have a budget freeze next year. He further added that the Budget will be tight
243 anyway and to take the conservative approach.

244 Ms. Mullens commented that it really comes down to the Board's discretion.

245 Mr. Maresco noted that Mr. Steel went by the law in calculating the default budget, keeping in
246 mind that the law is ambiguous.

247 Mr. Brown noted that before there was a budget freeze and now a surplus. He added that he likes
248 to see things taken out and that the default is lower than the operating budget.

249 Mr. Maresco noted that if they were in last year's budget Ms. Betty Shankel, former Business
250 Administrator, would have kept three items in.

251 Discussion ensued.

252 Mr. Purvis noted that they have to deal with the issue before them and move forward.

253 Ms. Ludt asked if Mr. Steel or Ms. Shankel has ever consulted the Department of Revenue.

254 Discussion ensued.

255 Ms. Mullens noted that the law is very ambiguous.

256 **Mr. Pim Grondstra made a Motion that the Board remove the three budget items from the**
257 **Default Budget calculation 1. Account 1100.330-Classroom Speakers-\$400, 2. Account**
258 **1410.731 New Equipment- Athletics-\$10,165 and 3. Account 2620.436- Carpentry- \$500.**

259 **Mr. Howard Brown seconded. 5 in favor, 2 opposed (Mullens and Maresco- No) Motion**
 260 **passed.**

261 Ms. McCabe disagreed with Mr. Maresco. She mentioned that he is contradicting himself. She
 262 noted that if lines are just kept in they will always stay in. She then added that 1.23% and now it
 263 is 6% between the operating budget and the default budget. She then suggested that the Board go
 264 over the default budget line by line.

265 VIII. ACTION ITEMS

266 A. Policies- 2nd Readings

- 267 1. BA - School Board Self Evaluation & Goal Setting
- 268 2. BEA - Regular Board Meetings
- 269 3. BG – Board Policy Process
- 270 4. BGD – Board Review of Administrative Regulations
- 271 5. BHE – School Board Use of Email

272 Ms. Mullens noted that these policies are a second reading and that they can motion to approve
 273 all of them at once.

274 **Mr. Pim Grondstra made a Motion to adopt the following policies as presented: 1. BA -**
 275 **School Board Self Evaluation & Goal Setting, 2. BEA - Regular Board Meetings, 3. BG –**
 276 **Board Policy Process, 4. BGD – Board Review of Administrative Regulations and 5. BHE –**
 277 **School Board Use of Email. Mr. Howard Brown seconded. The vote was unanimous,**
 278 **Motion passed.**

279 IX. PUBLIC COMMENT

280 Ms. Linda Keiser commented that SHS does not need cameras everywhere and that she is deeply
 281 concerned.

282 Ms. Mullens replied that there is an Incident Command Team that is made up of various
 283 members. She then noted that their recommendation will be made to the Board.

284 Ms. Keiser then commented that she cannot hear the Board Members on Live Streaming. She
 285 then noted that she would like a copy of the agenda. She added that there should always be
 286 several on hand at the meetings.

287 She then commented that she believes that the CPP is too high. She remarked that she
 288 appreciates the Board but the costs are out of control.

289 Ms. Mullens noted that they generally do not have large public visitation. She then added that
 290 Board works very hard with fiscal responsibility. She then discussed that they had almost one
 291 million in non-discretionary costs before they even began the budget process.

292 Ms. Keiser then suggested the Board to visit other towns to find out how they are managing their
293 budget.

294 Ms. Mullens noted that there is a Deliberative Hearing next week, (2/6/17, SHS Theater, 7pm)
295 and you can find out more information. She then noted that she is a tax payer as well.

296 Ms. Keiser then noted that the Board is out of control with their spending.

297 Mr. Maresco replied that Ms. Keiser is only looking at the CPP. He then noted that the Bedford
298 taxes will not be the same as Amherst.

299 Ms. Mullens noted that the Department of Education sets the CPP.

300 Ms. Keiser commented that she would to see like comparative costs with neighboring towns.

301 Superintendent Warburton commented that he will give her the number to the business office and
302 they will be happy to speak with her.

303 Mr. Purvis thanked Ms. Keiser for her comments and thanked her for coming to the meeting.

304 The Board thanked Ms. Keiser for her comments.

305 X. FUTURE MEETING AGENDA ITEMS

306 March Board Meeting:

307 A. Student Night

308 1. The Claw - Inauguration

309 2. HYPE

310 3. Robotics

311 4. Other- Teacher visitation

312 5. Copies of the agenda

313 6. Microphone check

314 XII. REVIEW OF MEETING/ADJOURN

315 **Mr. Steve Coughlan made a Motion to adjourn the Meeting at 8:23PM. Mr. Pete Maresco**
316 **seconded the Motion. The vote was unanimous, Motion passed.**