

1 **SOUHEGAN COOPERATIVE SCHOOL BOARD**
2 **THURSDAY, AUGUST 18, 2011**
3 **SOUHEGAN HIGH SCHOOL INFO CENTER**
4 **6:00 P.M.**

5
6 **ATTENDANCE**

7
8 Present

9 Chairman Chris Janson, Mary Lou Mullens, Jeanne Ludt, Howard Brown, Steve
10 Coughlan and Pim Grondstra.

11
12 Administrative Team

13 Jon Ingram, Peter Warburton, Elizabeth Shankel, Nicole Heimarck, Amy Sarsfield,
14 and Jim Miner

15
16 Minutes Taker

17 Beth Penney
18

19
20 **CALL TO ORDER**

Call to Order

21
22 Ms. Janson called the meeting to order at 6:04pm.
23

24 **ANNOUNCEMENTS**

Announcements

25
26 Introduction of Superintendent Peter Warburton

27
28 Ms. Janson introduced Superintendent Peter Warburton and stated that he started July 1st,
29 and is spending time getting to know people.
30

31 Mr. Warburton stated that he is impressed with the community and the warm welcome he
32 has received. He looks forward to working with everyone and is honored to be working
33 in this SAU.
34

35 Principal's Report

36
37 Mr. Ingram thanked Bruce Wasson and his staff for their work this summer, which was
38 more than just the traditional work. They worked to finish the consolidation of cafeteria
39 and the moving of an art room and a number of things done in the halls. Mr. Ingram
40 stated that the building looks fantastic. The cafeteria looks great, and better than we
41 hoped for. The tiled areas at the end of the academic wings will work with the new
42 cafeteria. There are a few more things to wrap up before school next week.
43

44 Mr. Ingram stated that the new AD, Ken Bigley could not be here tonight because of
45 Meet the Coaches Night. Mr. Bigley has been here for the summer and is doing a great

46 job. The feedback from coaches is positive.

47

48 Mr. Ingram stated that the administration would like to take a 1.0 FTE para-educator and
49 trade that position for a 0.5 certified Math position. The administration feels that this
50 population of students would be better served with a part time math teacher to do small
51 group work with rather than a para-educator. There is already a pool of Math candidates
52 because of interviews for filling a pregnancy leave.

53

54 The board and Mr. Ingram discussed that this position would be to mostly support special
55 education students whose math abilities are well below grade level. This population of
56 students cannot be integrated for math because of their low abilities in math. Regular
57 education students can still get support from the math lab. This change is better for the
58 students and is financially better for the school. The board supported this change in the
59 position.

60

61 Mr. Ingram reviewed the Task forces with the board that were established last spring. He
62 explained these are not a committee, but small groups of people who have a specific
63 objective, they are temporary, and have a clear facilitator. He explained how the task
64 force works and makes a recommendation. Members of each task force include staff,
65 community, students, and board members. He explained each of the five task forces in
66 detail including why they were established, what their task is, and when it will be
67 completed.

68

69 Mr. Ingram answered clarifying questions from the board. The inclusion task force is to
70 focus on the inclusion of special needs students. TREK is a new program to better
71 support students with Emotional Handicaps. The assessment task force will be looking at
72 the 10Y assessment system and grading that was used last year, as well as, at the honors
73 program.

74

75 The board and Mr. Ingram discussed that the task forces will meet based on the
76 availability of each groups members. The board asked Mr. Ingram to give the board a
77 quarterly report about the status of each task force. Mr. Ingram stated that the task forces
78 would help to drive the agenda for staff meetings this year.

79

80 The board asked Mr. Ingram to have the 10Y teachers come speak to the board about
81 their experience with the grading and assessment system they used last year. They also
82 wondered about if the parent survey was sent out again. Mr. Ingram would find out from
83 Ms. Klippa.

84

85 Community Council Report

86

87 The council did not meet during the summer.

88

89 Ms. Mullens stated that Community Council starts again in October, members and faculty
90 have been elected, and freshmen are elected in October. Nothing has occurred during the
91 summer. The at large elections for the students and the community would happen in

92 September.

93

94 Committee Reports

95

96 Mr. Coughlan acknowledged the cameraman for last 2 yrs., Dwight Brew. The board
97 needs help to support Dwight so he can have time off, board will not be on if there is no
98 assistance for Dwight. The position is a volunteer position.

99

100 The board discussed having students run the camera, and how they have tried to get
101 students every year. The board asked the community for help and if anyone is interested
102 to come forward. The board thanked Mr. Brew.

103

104 Mr. Brown stated that the policy committee would be meeting soon.

105

106 Mr. Grondstra stated that the Amherst recreation committee met with Ken Bigley and
107 discussed field needs and looked at different programs happening.

108

109 PUBLIC TIME

110

111 No public present.

112

113 CONSENT AGENDA

114

115 Mr. Coughlan asked to pull the 457 Plan Amendments and wanted to know how it was
116 connected to the reading program.

117

118 Ms. Sarsfield explained how this national program was connected to the reading program
119 and how the district received the grant, which Ms. Sarsfield had written.

120

121 Ms. Janson asked to pull the June 2nd minutes.

122

123 **Ms. Ludt made a motion to accept the consent agenda containing the minutes of**
124 **June 7th, Treasurer's Reports for May 2011 & June 2011, Unanticipated Revenue:**
125 **Special Revenue Fund, Grant from United Way for Reading Plus Program \$3000**
126 **and the Budget transfer. Mr. Grondstra seconded the motion and the vote was**
127 **unanimous.**

128

129 Mr. Coughlan made the following corrections to the June 2nd minutes: line 50 and 56 not
130 the docile proposal but the decile proposal and line 202 not buster, but bruster club.

131

132 Mr. Warburton explained that the 457 plan is similar to a 403b and when there are
133 amendments to the plan (he gave two examples of changes) they have to be outlined for
134 the board. Mr. Warburton recommended tabling this till the next meeting since the
135 information was not included for the board in the agenda packet.

136

137 **Mr. Brown made a motion to accept the June 2nd minutes. Mr. Grondstra**

Public Time

Consent Agenda

138 **seconded the motion and the vote was unanimous and Mr. Coughlan abstained.**

139

140 **DISCUSSION**

Discussion

141

142 Note: Mr. Grondstra stepped out of the meeting at 7:03pm.

143

144 Staff/Board

145

146 Ms. Janson stated that this happened at Tuesday's SAU meeting.

147

148 Security/Unfinished business

149

150 Ms. Shankel stated that the budget items that needed to be addressed from the Gale
151 Report and the Community Council suggestions included: the locking system, parking lot
152 lighting and cameras, and locker pod removals. This summer the SAU has been working
153 to find where these recommendations and other recommendation from the Gale Report
154 and the Community Council fit in with the budget and how to fund them. Ms. Shankel is
155 planning to bring this information to the September meeting so the board could give
156 comments before getting to the budget assumptions. Some of these items could be funded
157 this year using surplus, so the board needs to determine which ones. A locker pod was
158 removed this summer, so two of the four have been removed. The caller ID came with
159 the new phone system. Ms. Shankel stated that she was unsure about the sign in and sign
160 out system and that the board should discuss that in September.

161

162 The board and Mr. Miner discussed the existing locking system and how they have
163 limited parts because the system is no longer made. Mr. Miner stated that they would be
164 using locks in areas that do not need to be locked to replace broken locks that are not
165 working. He stated that they could use traditional locks if needed.

166

167 Cafeteria renovations

168

169 Mr. Miner explained the changes made including taking the room adjacent to the main
170 kitchen and turning it into a serving area, removing the annex cafeteria, changing
171 doorways and electrical equipment, and adding additional seating and equipment to the
172 cafeteria, the renovation of the old art room by removing of electrical fixtures, and
173 moving art equipment to the annex cafeteria. The old weight room was cleaned up and
174 made into a useable space, repainted, will have a new floor in the next few weeks. The
175 room will be used for occupational therapy and physical therapy.

176

177 Mr. Ingram stated that there are many thoughts and visions as to how the new wellness
178 room should be used. He will be meeting with the new AD and members of wellness to
179 construct that spot soon. They will look at curricular needs and will use a proposal from
180 a number of years ago for a new fitness space. Mr. Ingram invited the board to attend the
181 meeting.

182

183

184 **ACTION ITEMS**

185

186 DOE25/MS25

187

188 Ms. Shankel reminded the board what this is and explained different pieces of it. She
189 stated that there was a change in the reserve \$65,000 warrant article and is not included in
190 the copy the board has, but is on the copy submitted to the state. Ms. Shankel also
191 discussed the rate changes from the state for the pension. She stated the SAU had
192 received the newest rate in August and that the rate is set for this year.

193

194 **Mr. Brown made a motion to authorize the superintendent and the board chair to**
195 **sign the DOE25/MS25. Mr. Coughlan seconded the motion and the vote was**
196 **unanimous.**

197

198 **Professional Nominations**

199

200 Mr. Warburton asked Mr. Ingram to introduce each of the nominations and is looking for
201 the board to approve the nominations. Mr. Ingram explained the hiring process.

202

203 Mr. Ingram introduced:

204

205 David Jansinski who will be hired as a Social Studies teacher to replace a retiring teacher.
206 He is inline with Souhegan's teaching philosophy. The administration is excited to see
207 what he can do in the classroom.

208

209 Michelle Castell will fill in for the sabbatical for Sarah. She taught at SHS for one year.
210 She will be teaching 0.5 at Conval and 0.5 at SHS. She will teach 2 classes in French.

211

212 Kimberly Paniagua is a 1st yr teacher, chosen out of a pool of 40 applicants for the
213 English position. Her 2nd interview was via Skype she did very well and she was
214 impressive.

215

216 **Mr. Coughlan made a motion to accept the nominations for David Jansinski,**
217 **Michelle Castell, and Kimberly Paniagua. Mr. Brown seconded the motion and the**
218 **vote was unanimous.**

219

220 **Make-up of Committees**

221

222 Ms. Janson revisited the committees and read off who is on which committee.

223

224 Mr. Brown said he would take the manifest. Ms. Mullens and Ms. Janson will be the
225 back-up.

226

227 Ms. Janson and the board determined who would be on which task force:

228

229 Inclusion - Coughlan

230 Advisory – Ludt
231 Scheduling – Harrow
232 TREK – Harrow?
233 Assessment/ Grading - Brown

234
235 20th Anniversary Committee

236
237 The board discussed that this would be better given to the Community Council, so the
238 celebration can be created from within the school. Mr. Ingram stated that he would reach
239 out to Bob Mackin.

240
241 Staff Appreciation from Board

242
243 The board discussed having a staff appreciation during the fall. Mr. Ingram will find
244 some dates to suggest to the board.

245
246 Mr. Ingram stated that the retreat is next Tuesday and Wednesday at The Barbara Harris
247 Center. Lunch is at noon both days and the board is invited.

248
249 Ms. Shankel thanked Karen Summers and her staff on the big job they did getting the
250 paper work together for the DOE.

251
252 **NON-PUBLIC SESSION – RSA 91-A:3 II. (a) (b)** **Non-Public Session**

253
254 **Mr. Brown made a motion to go into non-public session under RSA 91-A:3 II.**
255 **(a) (b) at 7:18pm. Ms. Ludt seconded the motion and Roll Call was all yes,**
256 **except Mr. Grondstra was not present.**

257
258 **Discussion: Protocol for Non-Public Meetings**

259
260
261 **Pim Grondstra arrived at meeting at 7:35 pm.**

262
263 **Discussion: Principal Jon Ingram’s Evaluation**

264
265 **MOTION TO EXIT NON PUBLIC SESSION:**

266
267 At 8:25 hrs Steve Coughlan made a motion to exit non public session. Motion
268 seconded by Jeanne Ludt. Unanimously accepted by roll call vote: Coughlan: yes,
269 Grondstra: yes, Janson: yes, Ludt: yes, Mullens: yes, Brown: yes.

270
271 **Discussion: KCD Policy**

272
273 Superintendent Warburton presented the policy KCD (Gifts to the School District
274 and High School) to the board for discussion.

275

276 **Discussion: JFABB-R Policy**

277

278 Superintendent Warburton stated that there was a possible discussion, at a future
279 board meeting, on the allowance of a potential foreign exchange student. Policy
280 JFABB-R (Admission of Foreign Exchange Students) covers the time line and states:
281 Approvals for admission must be obtained from the district between April 15th and July
282 31st for
283 the following school year, or between October 15th and December 15th for the second
284 semester,
285 except under unusual circumstances.

286

287 **Discussion: Future Agenda Items**

288

289 Chairman Chris Janson stated that some of the future agenda items were: space needs,
290 appeal of deciles system, grading system. Board members were requested to forward any
291 other agenda items to the board chair.

292

293 **MOTION TO ADJORN:**

294

295 Steve Coughlan made a motion to adjourn. Motion seconded by Pim Grondstra and
296 was unanimously accepted.

297

298

299

300