

1 **Souhegan Cooperative School District**
2 **Thursday, February 2, 2012**

3
4 **PRESENT**

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6 Souhegan Cooperative School Board: Howard Brown, Steve Coughlan, Chair
7 Chris Janson, Jeanne Ludt, Mary Lou Mullens, Fran Harrow, and Pim Grondstra

8
9 Administrative Team: Jon Ingram, Betty Shankel, Renea Sparks, Nicole Heimark,
10 Colleen Meany, and Gigi Klippa

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12 Minute Taker: Beth Penney

13
14 **PUBLIC HEARING**

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16 Ms. Janson called to order the public hearing at 6:01pm.

17
18 Ms. Shankel stated that if the school had received a donation of \$5,000 or
19 greater the board had to hold a public hearing. Monarch International Inc.
20 donated \$5,000 to SHS for the First Robotics team.

21
22 Mr. Coughlan stated that Monarch has been a tremendous supporter of First
23 robotics for a long time and continue to be wonderful to the program.

24
25 Ms. Janson closed the hearing at 6:02pm.

26
27 **CALL TO ORDER**

28
29 Ms. Janson called the meeting to order at 6:02pm.

30
31 **ANNOUNCEMENTS**

32 Principal's Report

33 Mr. Ingram passed out the final Program of Studies for next year. He thanked
34 Rhonda and Colleen for all their work with the Program of Studies. The entire
35 program was updated this year. The school has begun work on the 5-yr
36 progress report for the NEASC visit. At the March meeting he will be reporting
37 out on the recommendations that were not completed by the two-year progress
38 report and will give an update as to where SHS is.

39 Mr. Ingram discussed a situation that started two weeks ago. Bob Thompson
40 went to Community Council to ask for guidance about the skits at Fang Fest.
41 The themes of the skits have taken on a form of bullying. Last year the
42 administration met with the participants before Fang Fest to discuss the bullying
43 policy, the Souhegan Six, and the values of the school, but there were still issues
44 with the skits. Mr. Thompson posed the question to the Community Council (CC)

45 and the CC voted to no longer have skits. Executive council and the
46 administration met to clarify what decisions are made by CC and made by the
47 administration. Fang Fest is the purview of CC. They discussed what the vote
48 was at the previous CC meeting. The vote was not a recommendation to the
49 administrative team; it was CC deciding to change Fang Fest. This is important
50 because there is an appeal with a signed petition from students. The CC will
51 meet on Monday and if Fang Fest is changed back to having skits then there are
52 two choices: come to the board or sit down with CC and look at the moral
53 obligation to protect all students. This is not about ideology, but being true to
54 process. Mr. Ingram stated that he wanted to make the board aware because he
55 is not sure where CC will land on Monday. The goal is to not have any student
56 threatened.

57 Ms. Ludt stated that she had heard an alternate idea to have skits but they would
58 be filmed so that there could be management of content. She asked if students
59 are aware that could be a substitute.

60 Mr. Ingram stated yes, that is still a possibility, but CC needs to hear the appeal
61 because it had over 200 signatures.

62 The board and Mr. Ingram discussed where the decision really lies because of
63 the nature of this issue. They discussed allowing the process to happen with the
64 CC and to cross that bridge when they need to. The administration can step in
65 because this is a matter of safety for every student and the issue is based on a
66 school policy. They discussed concern for the members of the CC because they
67 could get harassed and their constituents could be putting pressure on them. Mr.
68 Ingram stated that they have already been addressing this issue by getting word
69 out to the school through faculty and advisory as to where the administration
70 stands on this issue. They discussed how this is a big learning moment for the
71 school, how democracy is messy and that the key is that every students feels
72 safe. They have to find a balance.

73 Ms. Mullens reminded the board that a constitution committee needs to be
74 formed.

75 Task Force updates

76 Ms. Ludt stated that the Advisory Task Force is making progress and getting into
77 detail. They have created the big picture and are making more specific
78 recommendations.

79 Mr. Ingram stated that the Inclusion Task Force set a meeting schedule and have
80 contacted people to be part of committee. The Grading Task Force has had
81 some discussion at the SAU meeting about a district wide discussion and will
82 kick off the committee in the next month or so.

83 Ms. Janson stated that Mr. Warburton is not feeling well and Ms. Shankel is
84 sitting in. Ms. Janson also welcomed former superintendent Rick Lalee.

85 Community Council Report

86 The community council representative stated that the council has spent time in
87 committee with the administration to discuss Fang Fest skits. Executive council
88 received the appeal today and it will be heard on Monday. Upcoming class
89 forums will be about Fang Fest, the skits, and the outcome of the appeal
90 process. Fang Fest is two weeks before February break.

91 Ms. Mullens stated that the council is making good head way and will be done
92 soon reviewing the by-laws. Community Council will vote on the changes and will
93 bring the changes to the board.

94 Committee Reports

95 Ms. Harrow stated that they are reviewing all policies dealing with personnel for
96 wording and practice and the changes will be brought to the board.

97 Ms. Ludt discussed the policy presented at the SAU board for conduct and ethics
98 She asked if the policy is going to go through the PPC early on.

99 The board discussed that the policy will go to PPC early on to ensure the wording
100 is ok. There are already changes that are needed to the policy and the first
101 reading should not be tonight.

102 Ms. Harrow stated that the PPC is only meeting once a month will need review
103 the policy at the meeting this month and that the PPC needs to look at the policy
104 before the board votes.

105 **PUBLIC TIME**

106 No public present.

107 **PRESENTATIONS/REPORTS**

108 Scheduling Task Force

109 Nathan Carle, Joanne McDeed, Denise Jacobs, Patrick McDeed, and Brad
110 Odhner gave the presentation.

111 Mr. Carle stated that the task force started in the summer with a group of staff,
112 who surveyed the school community, looked at other schools, made goals, and
113 ruled out things that did not meet the goals. Initially the task force presented 5
114 versions of the schedule during a staff meeting and got excellent feedback, which
115 helped them to narrow the proposed schedules to the three they brought tonight.

116 Ms. McDeed discussed the research done using the schedules of neighboring
117 town's schools, which looked at a variety of things including: length of school
118 day, passing time, number of academic classes, number of minutes for class,

119 and time for lunch.

120 Mr. Carle discussed SHS's current schedule, which has 53-55 min. classes and
121 blocks that are 110 minutes. The task force liked the following items of the
122 current schedule: the modified block, how much class time there is, advisory,
123 team time, length of the single block, and the focus on 6 academic classes
124 instead of 7.

125 Brad Odhner discussed the cools of the current schedule including: scheduling
126 conflicts (he gave an example of Band and Latin classes can not be taken
127 because they occur at the same time), not enough periods to take required
128 classes and follow interests, not enough time for all grade levels to meet for Band
129 Chorus, grades 9 and 10 are locked into team time so they can not take electives
130 during those times, an 8th period class is compromised because students have to
131 leave early to go to sports and it is a shorter period, the double blocks are too
132 long, the passing time is too short to go between the buildings, and Lunch/
133 advisory are too short or too early in the day.

134 Mr. Carle discussed the goals for making a new schedule including: increasing
135 choice for students, providing time for academic support, allowing 9-12 students
136 to take the same course at the same time, keep Coalition principals, keep the
137 80:1 ratio, keep advisory, have an optimal class length of longer than 45 minutes,
138 but shorter than 110 minutes, increase passing time, have a reasonable lunch
139 time, and accommodate late start and other interruptions.

140 Ms. McDeed discussed the staff feedback and how they broke into small groups
141 to look at the proposed schedules. The task force then met again and narrowed
142 to 3 schedule proposals using the feedback from the staff.

143 Mr. Carle stated that all of the proposed schedules add another class period
144 called the "skinny class", which never meets for a double block. All of the
145 proposed schedules have 4 lunch periods, reasonable class time and 4 minutes
146 of passing time.

147 Mr. Carle showed the schedules and discussed the differences between the
148 proposed schedules.

149 Mr. Carle stated that the goal is to make the skinny period have the same
150 number of minutes as other classes.

151 Ms. Ludt asked about Band and Chorus rehearsing after school versus having it
152 during a scheduled class.

153 The task force and the board discussed the idea that Band and Chorus are credit
154 classes. They discussed the importance of the entire Band and Chorus being
155 able to rehearse together. They discussed whether or not this schedule change
156 is being driven by the needs of Band and Chorus and determined that there were
157 many other issues with the current schedule. They also discussed the Coalition

158 Principle of depth over breadth in regards to 6 academic classes versus 7. They
159 discussed how students with special interests may not be able to take required
160 courses because of when they currently fall in the schedule and how these
161 students may fulfill a requirement like Health using online classes. They
162 discussed the idea of an extended day, which the task force likes the idea
163 because it would add more time to all classes.

164 Ms. Sparks and Mr. Carle discussed how the skinny class, maybe perfect for
165 courses like academic support because it meets everyday. Also, by having the
166 skinny block academic support students will have the ability to take two electives
167 where currently they can only take one.

168 The board and Mr. Carle discussed the idea of teachers having to teach more
169 with the extra academic class in the schedule. They discussed that this is part of
170 the reason the schedule will not be changed for next year, because many groups
171 of people including PPC have to approve of the schedule first. They discussed
172 other considerations of a new schedule including ATC students, increasing
173 graduation requirements, late start, and courses that would be a good fit for the
174 skinny class.

175 Ms. McDeed discussed the parallel work and unknowns including: extended day
176 till 2:30pm, possible team reconfigurations, senior seminars, academic support,
177 and the role of online learning.

178 Mr. Carle discussed next steps including: bringing the proposed schedules to the
179 board, bringing the proposed schedules to the students during a class forum,
180 meeting with Community Council, choosing a schedule by the end of the year
181 and taking the entire next year to work though changes needed to implement the
182 schedule in SY '13-'14.

183 The board and the task force had a lengthy discussion about the need to change
184 the schedule at all and if a new schedule will offer a new set of problems. The
185 task force feels a new schedule is worth it or they would not have put all the time
186 and effort in so far. The new schedule may not be perfect, but will be better for
187 SHS and after 19 years the schedule needed to be looked at. They also
188 discussed that if not all of the constituents agree on a new schedule then the
189 option is still there to keep the current schedule. They discussed how they were
190 getting feedback from students currently when they register for classes to
191 determine which courses they would sign up for if they could take another class.
192 Rhonda will use this information to run simulations for next year using the
193 proposed schedules. They discussed how there would be no schedule changes
194 for the next school year. They all stated that they were in favor of the extended
195 day. The board thanked the task force for all of the time and effort they had put
196 into the schedule.

197

198 Mr. Ingram stated that this is the 3rd district he has worked in that has looked at
199 changing the master schedule and this group has considered many possibilities.
200 The depth of their work is excellent. He also stated that everyone came with a
201 schedule of their own at the beginning and they had 14 initial schedules. The
202 group started by figuring out what is best for kids. Mr. Ingram thanked the task
203 force for their hard work.

204 Quarterly Report

205 Ms. Shankel stated that the revenue is right on, and there are no fluctuations.
206 For the expenditures they project being under by \$282,000 because of
207 decreases in personnel and benefits. There has been savings in hiring, changes
208 in personnel, and savings in benefits.

209 **CONSENT AGENDA**

210 **Ms. Mullens made a motion to accept the consent agenda containing the**
211 **Minutes for January 3, 2012, January 11, 2012 (Public Hearing Budget and**
212 **Warrant Articles), January 11, 2012 (Public Hearing Bond Warrant Article),**
213 **the Treasurer's Report for December 2011, the following donations 1.**
214 **Unanticipated Revenue to Student Activity Fund a. \$1,500 - Mentor**
215 **Graphics Foundation b. \$5,000 - Monarch International Inc. c. \$300 -**
216 **Christopher S. Jay & Seaboard International, Forest Products, LLC, d.**
217 **\$250 - Preforms Plus Inc. and the transfers. Ms. Harrow seconded the**
218 **motion and the vote was unanimous.**

219 **DISCUSSION**

220 Policies

221 Staff Ethics Policy

222 Mr. Brown stated that this policy should go back to the committee to make more
223 corrections before the board has a first reading.

224 Ms. Ludt stated that the committee would like feedback and help.

225 Ms. Harrow stated that section G discussed that staff would not counsel students
226 on personal problems. Ms. Harrow asked about the staff members that are
227 designated to do that in the school. She stated that many people are trained
228 within the school to deal with that. She understands the policy, but feels this is a
229 safety issue, because there may be a setting where a student has the need to
230 discuss an issue with a staff member and this at least gives the school the
231 opportunity to get the student to the appropriate place in a comfortable way.

232 Ms. Ludt asked Ms. Harrow to work on wording for this idea.

233 Mr. Coughlan discussed section 2b concerning social networks. He stated that it

234 is not the school's job to police social networks. He discussed the idea of adult
235 role models on social networks and that an interaction between staff and
236 students is just as appropriate as interactions on the athletic field or at the
237 supermarket. He stated that there should be a happy medium and that maybe
238 strongly discourage is too extreme.

239 Ms. Ludt asked to discuss this topic at a future meeting because it is
240 controversial.

241 Mr. Ingram asked to run the policy through the filter of advisory because of the
242 spirit of some of the language and what that might imply for the advisory
243 program.

244 The board discussed the need for PPC to look at this policy. They also
245 discussed whether or not the policy has to go through a legal eye. The policy is
246 the joining of three different policies currently. The board discussed staff
247 members who have students in the school and interactions those staff may have
248 with their kid's friends. They discussed having a clause for exceptions to the rule
249 for the cases of staff having children in the school. They also discussed teachers
250 who have academic blogs for their courses and how those blogs do not apply to
251 this policy.

252 Ms. Ludt stated that this is the beginning of this process. She stated that
253 someone would need to step up and take on this committee because her term is
254 up. The committee meets the 2nd Wednesday of every month at 4pm.

255 Ms. Janson stated that they needed to work on the rewording before the policy is
256 taken to the PPC. She stated that the board would send suggestions to Mr.
257 Brown and Ms. Ludt.

258 2012-13 School Year Calendar

259 Ms. Shankel stated that this calendar is not written in stone and that the
260 administration is hoping for comments. The final calendar will be put together for
261 the SAU meeting at the end of February after all the boards have looked at it.

262 The board discussed hours versus days. The hours are a given, but if the
263 number of days are reduced then the different employee agreements would need
264 to change. They also discussed the elections and determined based on the
265 meeting after the primary that the school would only need to close for the
266 Presidential election in November. They discussed that a new calendar
267 committee will be formed at the SAU meeting.

268 **Ms. Harrow made a motion to go into to Non-Public Session under RSA 91-A:3 II.**
269 **(a),(c) VIII. Ms. Mullens second the motion and the roll call was yes at 7:21pm.**

270 **PRESENT:**

271 SCSC Board Members: Steve Coughlan, Jeanne Ludt, Christine Janson, Mary Lou
272 Mullens, Howard Brown, Pim Grondstra, Fran Harrow
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274 **GUEST: Former Superintendent Rick Lalley**
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276 **Non-Public Session**
277
278 Entered non-public session, from public session.
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280 Former Superintendent Rick Lalley discussed aspects of his consultancy with the
281 Board.
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283 **MOTION TO EXIT NON PUBLIC SESSION:**
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285 At **8:35 hrs** Steve Coughlan made a motion to exit non public session. Motion
286 seconded by Fran Harrow. Unanimously accepted by roll call vote: Coughlan: yes,
287 Grondstra: yes, Janson: yes, Ludt: yes, Mullens: yes, Brown: yes, Harrow: yes.
288
289
290 **MOTION TO ADJORN:**
291 At **8:35 hrs** Pim Grondstra made a motion to adjourn. Motion seconded by Steve
292 Coughlan and was unanimously accepted.
293