

1 **Souhegan Cooperative School District**
2 **Tuesday, January 3, 2012**

3
4 **PRESENT**

5
6 Souhegan Cooperative School Board: Howard Brown, Steve Coughlan, Chair Chris
7 Janson, Jeanne Ludt, Mary Lou Mullens, Fran Harrow, and Pim Grondstra

8
9 Administrative Team: Peter Warburton, Jon Ingram, Betty Shankel, Renea Sparks, Bob
10 Thompson, and Gigi Klippa

11
12 Minute Taker: Beth Penney

13
14 **CALL TO ORDER**

15
16 Ms. Janson called the meeting to order at 6:12pm.

17
18 **ANNOUNCEMENTS**

19 Principal's Report

20 Mr. Ingram stated that last month he showed a sample of student work to demonstrate
21 student learning and knowledge. The work tonight is from the 10Z Performance Poetry
22 project where the goal was to demonstrate understanding of the 1920's through poetry.
23 Students performed their poetry to the entire team on stage.

24 Mr. Ingram showed a video of two students performing their poems.

25 Mr. Ingram discussed how this form of assessment is better than a test.

26 Mr. Ingram also showed work from team 9B about Ancient Greece. The students had to
27 make a movie to show their understanding of Greece and they were assessed using the
28 Learner Expectations including, knowledgeable person skilled information processor,
29 effective communicator, and collaborative worker. 9B had a film award show before
30 vacation rather than taking an exam on ancient Greece. Mr. Ingram showed part of one of
31 the films.

32 Mr. Ingram discussed how this form of assessment helps to engage student learning.

33 Mr. Ingram discussed the bridge building competition that happened. Tyler Jetti held the
34 weight record from 2008 at 325lbs. This year had eight students beat the record and the
35 new record is 420lbs. Two students also destroyed the record for efficiency this year.
36 The students who broke the record are students whom some may consider not very
37 engaged or at risk. They took this assignment and ran with it. The project is a testament
38 to the students and to the teacher's hard work.

39 Community Council Report

40 Ms. Mullens stated that the only new proposal was from the SRO asking for funds for
41 professional development. The funds would come from a PTSA grant and the rest from
42 Community Council. Other than that Community Council has been doing committee
43 work.

44 Committee Reports

45 Mr. Brown stated that the policy committee is meeting next Wednesday to discuss 3-4
46 policies.

47 **PUBLIC TIME**

48 No Public present.

49 **CONSENT AGENDA**

50 Ms. Janson asked to pull the minutes from December 1st 2011.

51 **Ms. Harrow moved to accept the consent agenda containing the November 2011**
52 **Treasurer's Report, Budget transfer and Retirement requests. Ms. Mullens**
53 **seconded the motion and the vote was unanimous.**

54 Ms. Janson asked to change: Line 24 Peyton Kent; Line 144 fro should be for

55 Mr. Coughlan asked to change Line 188 to transcription error.

56 **Mr. Grondstra made a motion to accept the December 2011 minutes as amended.**
57 **Ms. Harrow seconded the motion and the vote was unanimous.**

58 **PRESENTATIONS/REPORTS**

59 Cuba presentation – Aimee Gibbons, Kathy Maddock, and Andrew Huyak (student)

60 Ms. Gibbons stated that she has been at SHS for a long time and taught American
61 Literature, but recently had been moved to teach World Literature. She has been to many
62 countries in Latin America and Cuba has always fascinated her. She got an email about
63 social programs in Cuba, which started the planning for the trip. She then got her World
64 Studies colleague Kathy Maddock involved.

65 Ms. Maddock stated that she had wanted to go to Cuba for a long time. She even tried to
66 go as Wintersession, but could not because of budget restrictions. For this trip they went
67 through People to People using their visa, which meant that they could not even go to the
68 beach. The visa stated that the trip's purpose was to interact with the people of Cuba.

69 Andrew Huyak stated that he had heard about the Cuba trip from his Spanish teacher
70 after they did a big unit on Cuba. He has always thought that no one went to Cuba and
71 was interested in it. He ended up going on the trip and it was awesome.

72 They showed pictures from the trip and asked the board if they had questions.

73 Ms. Ludt asked if they did any historical background or reading preparation with the
74 students before the trip.

75 Ms. Gibbons stated that was difficult because the trip was open to the entire school. She
76 did a unit when she came back with her World Literature classes.

77 Ms. Maddock stated that she also teaches with Gavin Sturges and they had taught about
78 the history of Cuba, although the students in her classes did not go on the trip. When she
79 came back and gave a slide show there was a higher level of engagement and students
80 asked great questions.

81 Ms. Harrow asked if they visited schools.

82 Ms. Gibbons stated that they went to an after school program for teenagers, an Art
83 University, and a Senior Citizens home. Everywhere they went they were embraced and
84 something extra was done for them. The people expressed how important it was to them
85 that America's youth came to Cuba.

86 Mr. Brown asked about communication problems.

87 Ms. Gibbons stated that they had an excellent guide, all the students on the trip were
88 taking Spanish, and most people there spoke English as a second language.

89 Mr. Warburton asked Andrew what he liked about Cuba the most and if the trip enhanced
90 his Spanish speaking skills.

91 Andrew Huyak stated that the countryside was his favorite day because the city had an
92 odd smell because of all of the old cars. There were nice hills, farms, and horse drawn
93 carriages. 90% of the food is organic, which is awesome. The people were really nice and
94 a lot nicer than US citizens today. Their values are higher and they do not judge you
95 based on where you come from. For his Spanish speaking skills he stated that the trip was
96 a good reinforcement of skills and that he learned a few more vocabulary words.

97 Ms. Gibbons and Ms. Maddock discussed that they are both enrolled in Spanish 2 and
98 they also discussed why there are so many old vehicles in Cuba and how everyone hitch
99 hikes because it is a law to pick up hitch hikers. They also discussed their ideas to better
100 the trip for next year and how their guide is coming to SHS in the fall to work with
101 several classes and his trip is being funded by a PTSA grant.

102 FY13 Budget Draft 4

103 Changes and Revenue projection

104 Ms. Shankel stated that page 21 shows the budget draft changes and the bottom of the
105 page shows the changes from draft 3. The SRO figure has changed and it was high

106 because the old number was for Amherst. Ms. Shankel discussed other small changes.
107 The total budget is \$18,550,794, which is a 0.07% increase in budget. The tax increase
108 will be \$0.30 in Amherst and \$0.34 in Mont Vernon.

109 Default budget

110 Ms. Shankel stated that the large differences are items of technology and some building
111 and grounds items. The default budget is a difference of about \$161,000 less from
112 proposed budget.

113 Ms. Harrow and Ms. Shankel discussed the large increases in the cost of benefits and the
114 fluctuation in the support services. They also discussed that most of the decrease for the
115 default budget is in maintenance.

116 Ms. Ludt and Ms. Shankel discussed the line item covering legal fees. Ms. Ludt
117 expressed her concern that there is never enough money in that line and it is always over
118 spent. Ms. Shankel stated that she continues to increase that line item incrementally each
119 year and it is approaching where it should be.

120 Ms. Mullens asked about interscholastic travel mileage and the \$5000 for safety and
121 security.

122 Mr. Ingram stated that the interscholastic travel has always been in the budget, but Mr.
123 Bigley has broken out the Athletic department's budget to be more transparent as to
124 where money is being spent. He also discussed that the \$5000 for safety and security is
125 for the up keep or replacement of walkie-talkies and evacuation kits, which are kept at the
126 Bean house.

127 Ms. Shankel thanked Mr. Bigley for his work with the Athletic budget.

128 Warrant Articles

129 Ms. Shankel stated that the three articles are for the Bond, budget and default budget, and
130 the School Maintenance Fund.

131 Ms. Janson asked if there was any interest in pulling the paving out of the bond, because
132 the roof and HVAC are must do's and the security is important. The paving is a big piece
133 of the bond.

134 A discussion ensued about whether the paving had to be done this year or by using a
135 bond. The paving is so bad that the current pavement would have to be ground up
136 whether it was done sooner than later. The cost for the paving in the bond is about 2/3
137 the cost of the paving. The paving could be broken up and put into future budgets. There
138 was a concern that the cost of asphalt has been and is currently rising. The board also

139 discussed the bond passing with the paving in there and that if it were left they would
140 have to sell the idea to the citizens. They also discussed that the paving is a good
141 investment using a bond because the work will pay itself back with in the life of the bond
142 and last longer than the bond. The paving is only \$600,000 of the bond. The board
143 decided not to change the warrant article.

144 Souhegan Advisory Finance Committee

145 Ms. Agans stated that someone on the committee just wanted to clarify that the teacher,
146 which, had been removed from the budget in Draft 2, was back in the budget.

147 Ms. Shankel stated yes, draft 3 shows those changes.

148 **Mr. Coughlan made a motion to present Article 2 as stated here at the hearing. Ms.**
149 **Harrow seconded the motion and the vote was unanimous.**

150 **Mr. Coughlan made a motion to present Article 3 as stated here at the hearing. Ms.**
151 **Ludt seconded the motion and the vote was unanimous.**

152 **Ms. Harrow made a motion to present Article 4 as stated here at the hearing. Mr.**
153 **Coughlan seconded the motion and the vote was unanimous.**

154 The board thanked the advisory committee and Ms. Shankel for all of their hard work.

155 **ACTION ITEMS**

156 Sabbatical leave proposal

157 Tabled.

158 **DISCUSSION**

159 School Board goals and key performance indicators

160 The board discussed ideas of how to collect data from alumni about key performance
161 indicators.

162 Ms. Harrow discussed the company the school use to hire to survey alumni. The
163 company would follow-up if it did not get a survey back and they would get a 60%
164 response rate. Ms. Harrow discussed what survey asked, including specifics about
165 curriculum and preparation for college. The company also analyzed the data and
166 responses were given both verbally and with a graph. She also described changes the
167 school had made based on the responses including changes to the math program and
168 giving multiple-choice exams more often.

169 Mr. Warburton stated that doing something like this would be very valuable for the
170 school. He stated that he would talk to UNH about doing something like this and would
171 come back to the board at the next meeting with information on cost and the type of
172 analysis. He stated that maybe they could use the surplus and that it should not cost a lot.

173 Mr. Brown and Mr. Warburton discussed interviewing students who come back to visit to
174 get feedback. They also discussed having a reunion for students to get a larger group
175 discussion and more feedback.

176 The board and administrators discussed using social media, including Facebook and
177 tapping into the reunion classes.

178 Task Force and Foundation for Athletic improvements at SHS

179 Mr. Ingram had discussed this with Mr. Bigley. The planning and vision is done, but
180 they need people who know how to raise funds.

181 Ms. Ludt suggested that people could purchase 1 sq. ft of the stadium.

182 Mr. Brown suggested asking alumni for donations.

183 Mr. Grondstra suggested looking beyond individual donors and for corporate donors also.
184 Maybe large donors could have naming rights.

185 Mr. Ingram asked for someone from board to sit with Mr. Bigley and himself to help plan
186 how to do this.

187 Mr. Grondstra and Ms. Janson volunteered.

188 Ms. Ludt asked about partnering with the town recreation department to create a
189 foundation and raise money.

190 Mr. Grondstra stated that he is not sure about that idea. The recreation department is
191 looking at raising funds to do yearly maintenance items and they have a much lower
192 financial goal. The school can certainly work with them, but these should be separate
193 entities.

194 Mr. Warburton asked to include Ms. Shankel and him to these meetings.

195 Update on Task Forces

196 Mr. Ingram discussed the share out of the task forces on last in-service day. People were
197 supportive of the work and were blown away by the amount of work people have done.
198 He discussed some of the ideas that the task forces presented.

199 Ms. Mullens stated that she sent an email about the scheduling task force. They are
200 having a forum with students and the community to present what the task force has been
201 looking at. There is an article going in the paper soon. February 13th is the tentative date
202 for the public forum to present the work of scheduling task force. Recommendations will
203 be given at the end of this year and next year they will be looking at those
204 recommendations and working with PPC. The task force will present to the board at the
205 February meeting.

206 Mr. Grondstra and Mr. Coughlan informed Mr. Ingram that they had not heard from their
207 assigned task force committees.

208 Mr. Ingram stated that he had received 2/3 of the administrator's surveys back from the
209 staff. Each administrator was given the first look at his or her individual feedback. The
210 next step is to have an outside person come to help process the feedback and turn the
211 feedback into action items. On January 18th the administration will be sharing the
212 feedback with the staff. The feedback will be shared with the board at the February
213 meeting.

214 The board and Mr. Ingram discussed the 2/3 feedback and how the data will be analyzed.
215 The survey will be given every December and June so staff will get use to it and
216 hopefully there will be better response. The outside person will help to analyze the data
217 and turn it into action items without being threatening to anyone.

218 Mr. Warburton stated that this is a good process. It is important to have an objective look
219 with a trained facilitator.

220 Wellness Center tour follow-up

221 Ms. Mullens stated this is a great space and should be used as a learning lesson going
222 forward to making big changes.

223
224 Ms. Ludt stated that this is very useful so the board could voice their vision to prevent it
225 from going in the wrong direction.

226
227 Mr. Coughlan asked the board to adopt a resolution to make parking in the Annex
228 parking lot during primary day restricted to 45 minutes. We would like to keep the spaces
229 close to the door available for the elderly citizens and also to limit the cars covered in
230 signs. Mr. Coughlan, as town moderator, is asking both the selectmen and the board to do
231 this.

232
233 The board discussed past election days and what was happening within the school.

234
235 Mr. Coughlan stated that volunteers could park in the back of the Annex lot.

236

237 **Ms. Mullens made a motion to limit the parking to 45 minutes on Election Day in**
238 **the Annex lot. Ms. Harrow seconded the motion and the vote was unanimous,**
239 **except Mr. Coughlan abstained.**

240

241 Ms. Mullens asked to have the students from the Spain trip come speak to the board. She
242 would also like the World Studies and World Literature teachers who have had lots of
243 guest speakers come to their classes come to speak to the board.

244

245 **NON-PUBLIC SESSION**

246

247 **Mr. Coughlan made a motion to go into Non-Public Session under RSA 91-3:A II.**
248 **(c) at 7:56pm. Ms. Harrow seconded the motion and the roll call was all yes.**

249

250 **The Board discussed camera coverage of SHS parking lot, from AMS cameras.**

251

252 **The Board discussed SRO Professional Development.**

253

254 **MOTION TO EXIT NON PUBLIC SESSION:**

255 **At 8:20 p.m.** Fran Harrow made a motion to exit nonpublic session. Motion seconded by
256 Steve Coughlan. Unanimously accepted by roll call vote: Coughlan: yes, Grondstra: yes,
257 Janson: yes, Ludt: yes, Mullens: yes, Brown: yes, Harrow: yes.

258

259 **Discussion: Field Trips**

260 Chris Janson related to the board that she was concern that most of the international field
261 trips were being taken by the affluent and that many of the underprivileged students were
262 being left out. The board discussed ways for the left out students to be included.

263

264 **Discussion: Transportation Fees**

265 The subject of user fees for extra curriculum activities was discussed. Many of the
266 activities that do not charge a user fee use bus transportation to go to their competition.
267 Board members Pim Grondstra and Mary Lou Mullens will have a meeting with Ken
268 Bigley to discuss.

269

270 **MOTION TO ADJORN:**

271 **At 8:35 p.m.** Pim Grondstra made a motion to adjourn. Motion seconded by Steve
272 Coughlan and was unanimously accepted.