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**SOUHEGAN COOPERATIVE SCHOOL BOARD**

**TUESDAY, February 5, 2013**

**PRESENT**

Souhegan Cooperative School Board: Chair Chris Janson, Howard Brown, Peter Maresco, Steve Coughlan, Fran Harrow, Mary Lou Mullens, and Pim Grondstra

Administrative Team: Peter Warburton, Jon Ingram, Betty Shankel, Gigi Klipa, Rob Scully, and Kathy White

Minute Taker: Beth Penney

**CALL TO ORDER**

Ms. Janson called the meeting to order at 6:05pm.

**ANNOUNCEMENTS**

Principal's Report

Mr. Ingram discussed the dean of faculty search. A committee was formed, including 3 staff members who were nominated, Mr. Coughlan, parents, support staff, and Karen Chininis. The committee screened just under 50 applicants and choose 6 to interview starting tomorrow. February 14<sup>th</sup> will be the first campus visit for the people the committee brings back. Student involvement in the process starts with campus visit.

Mr. Coughlan stated that the process has been fast and efficient.

Schedule change

Mr. Ingram reviewed the timeline of the schedule change. When he started at SHS he asked people what needed to stay, what needed to go and what needed to change. The number one response was the schedule needed to change. The schedule task force was launched in the summer of 2011. All of the people on the committee came with a proposed schedule and the group spent a year using feedback, research, discussions, and goals to establish a final recommendation in the spring of 2012. The schedule was then taken to community council and they approved the schedule with an 8 period day. Staff helped to identify things that the administration needed to be aware of. There was discussion of taking math off-team. The course selection date was moved to give more time to the scheduling work. They put together a number of prototypes for a new schedule and looked at them using past course selections.

Mr. Ingram introduced and explained the schedule that task force gave if 20 minutes was

32 not added to the day. The skinny block (period 6) does not meet on Mondays. All staff  
33 supports this schedule.

34 Mr. Ingram stated that to give 9<sup>th</sup> and 10<sup>th</sup> grade more access to electives they must stager  
35 team time, but still retained the common planning time for teachers. He discussed taking  
36 math off team, including how teams need to be divisible by two for a team to function. If  
37 math came off team something would have to be put on. Math will be left on team in 9<sup>th</sup>  
38 grade and off team in 10<sup>th</sup>. Wellness will be put on team in 10<sup>th</sup>, which makes a program  
39 change in program of studies. 9<sup>th</sup> grade will take wellness and art on alternating days.  
40 They currently take health and art. 10<sup>th</sup> grade currently takes health and art. Wellness will  
41 now be on team and electives could be whatever students want. Students in grade 10 in  
42 the transition year with still need 1/3 year of health, so the wellness people will rotate  
43 through the teams.

44 The board and Mr. Ingram discussed the new schedule including the one extra period, the  
45 skinny period, staff support for this schedule, how music and band are now in the  
46 schedule, that teams support this schedule, and when and how students will take wellness.

47 Mr. Ingram stated that they do not know until they try the schedule how it is going to  
48 work. They can only theorize what courses will be populated. The challenge is the  
49 health/art piece and whether it is an A/B schedule or a semester schedule.

50 Mr. Maresco voiced his concern about math being off team and that there will always be  
51 conflicts because of mixed grade levels. When one grade level misses class the class is  
52 disrupted and that happens too often.

53 Mr. Ingram stated that Mr. Scully has worked on balancing the out of classroom  
54 experiences. The school needs to look at what the belief is about instruction, teacher as  
55 coach or student in seat and teacher in front of the class.

56 Mr. Maresco stated that he thought the goal was to increase class times to a full hour per  
57 day. Now there is 227 min/week because the new schedule is taking time away.

58 Ms. Harrow and Ms. Mullens discussed that adding time to class periods was never a  
59 goal of the scheduling task force. SHS has always had more minutes per week than other  
60 schools in the area, but fewer academic periods. The goal was to add a period and  
61 shorten double blocks.

62 Ms. White stated that they have taken the break out of the day and shortened the passing  
63 time. Compared to what the state requires, SHS is over the number of hours per class.

64 Mr. Ingram thanked the school community for all their hard work and thoughtfulness to  
65 get to this new schedule in place. The process was very thorough and the outcome is a  
66 new schedule that meets the needs of the school.

67 The board discussed the 30 minutes for lunch and the cafeteria's ability to accommodate  
68 that. This is currently what happens on double block days. They discussed the school  
69 population staying the same or increasing in the next few years and that some schools in  
70 the state do not have a lunch block, but function like a college cafeteria.

71 Mr. Warburton stated that they are still working on adding 20 minutes to the day. The  
72 hours based calendar that they have been looking at will benefit all of the schools for  
73 many reasons, but it will not happen for fall.

#### 74 Community Council Report

75 Ms. Mullens stated that Community Council (CC) has been working on planning fang  
76 fest, which is the week of February 18-22. It is coming along well and seems like a very  
77 positive plan for fang fest this year.

78 Mr. Brown asked to get the board back on the email list for the minutes from CC.

79 Mr. Scully state that there is a commitment of the students to have a take back Fang Fest  
80 attitude. The 47 CC people are taking ownership and there will be a council member and  
81 staff at every activity. The model of CC will be supported throughout the school and  
82 everyone is excited. There is lots of positive energy.

83 Ms. Mullens suggested that they should have a board team. She discussed some of the  
84 activities that will happen.

#### 85 Committee Report

86 Mr. Brown stated that the policy committee meets tomorrow and later on in the meeting  
87 there are 2<sup>nd</sup> readings of policies to approve.

88 Ms. Janson thanked everyone, the administration and the finance committee for their  
89 work on the budget and preparing for Saturday's deliberative session. This was a start  
90 and there is more work to be done. The board heard from the town's people about the  
91 cost per pupil. The board needs to organize a committee to mine deeper into the budget  
92 to look at cost per pupil to start in spring to help with the budget for next year.

93 Ms. Harrow stated that this is a great idea and she would like to volunteer. She discussed  
94 a cost pupil and age of school district spread sheet from Jeanne Ludt. She stated that it is  
95 interesting to look at. We should look at the group of schools that were compared to SHS  
96 in the early 90's and 2000's. We need to look at how the budget has changed or not  
97 changed and look at in-depth those other school's budgets to compare our budget. Some  
98 of the reasons the cost per pupil has gone up are the age of building and the seniority of  
99 the faculty has gone up. There are many factors to consider.

100 Ms. Mullens stated that she would like to volunteer. They need to look at the spikes in

101 the budget from past years and look at what caused those spikes.

102 Ms. Janson stated that the committee would be a sub set of the board and the  
103 administration to start. She asked people to email her if they were interested in being on  
104 the committee.

105 Mr. Warburton stated that they need to get into the habit of looking at the budget all of  
106 the time and that this is a great idea.

107 **PUBLIC TIME**

108 David Chen discussed the comment about the budget; 80% of the budget is staff and 20%  
109 is everything else. Maybe the cost per pupil has something to do with age of the building,  
110 but big numbers need to be looked at also. Mr. Chen stated that he changed from  
111 abstention to a fore for article 4. He stated that the finance committee never had a chance  
112 to ask questions and he abstained because he did not know what it was. He suggested  
113 that to look at contracts for the future the school benchmark jobs to compare salaries of  
114 specific jobs. Seniority and experience of the faculty is growing and a benchmark will  
115 remove the seniority factor. Other school districts use that to help look at contract  
116 discussions. This also helps to compare districts and better negotiate. He does not want  
117 to change how the staff gets paid but to help the finance committee to better understand  
118 how the contracts have changed over time and how they are compared to other districts.

119 The board and Mr. Chen discussed a comment made in the Patch about a question at the  
120 deliberative about the cost is higher because the SAU has several districts. There would  
121 be a cost savings if the SAU were one district. The SAU and the schools are working on  
122 a seamless K-12 curriculum, and the districts have come a long way even in the last 5  
123 years. There are costs for negotiating agreements at all three schools, legal costs, and  
124 audit costs that would occur only once if the SAU were one district.

125 **CONSENT AGENDA**

126 Ms. Janson asked to pull the donation because donations of \$5,000 or more has to go  
127 through public hearing, which will be at March meeting.

128 Ms. Janson asked to pull all of the minutes.

129 The board asked to replace line 16-34 with the paragraph Mr. Maresco had written in the  
130 December 6<sup>th</sup> minutes.

131 **Ms. Mullens made a motion to accept the December 6<sup>th</sup> minutes as changed. Mr.**  
132 **Brown seconded the motion and the vote was unanimous.**

133 **Mr. Grondstra made a motion to accept the January 3<sup>rd</sup> minutes. Ms. Harrow**  
134 **seconded the motion and the vote was unanimous.**

135 **Ms. Harrow made a motion to accept the January 7<sup>th</sup> minutes. Mr. Grondstra**

136 **seconded the motion and the vote was unanimous except, Mr. Maresco abstained.**

137 **Ms. Harrow made a motion to accept the January 9<sup>th</sup> minutes. Mr. Brown seconded**  
138 **the motion and the vote was unanimous.**

139 **Mr. Coughlan made a motion to accept the minutes from the January 9<sup>th</sup> public**  
140 **hearing. Ms. Mullens seconded the motion and the vote was unanimous except, Mr.**  
141 **Maresco abstained.**

142 **Mr. Grondstra made a motion to accept the treasurer's report. Ms. Harrow**  
143 **seconded the motion and the vote was unanimous.**

144 Ms. Janson stated that her kids had Kathy MacKay. She is very talented and will be  
145 missed.

146 **Mr. Coughlan made a motion to accept the resignation request. Mr. Grondstra**  
147 **seconded the motion and the vote was unanimous.**

148 **PRESENTATIONS/REPORTS**

149 Interior locking

150 Ms. Shankel stated that the bid came in with 2 phases; exterior and interior locking  
151 systems. Phase one is completed and the school is in worse shape because the two  
152 systems do not work together. Completing the interior locking system is important. It  
153 will cost \$220,000 and we have that in the expendable trust and will have surplus. Ms.  
154 Shankel would like a decision on how to go forward with this and look at sending it to the  
155 expendable trust committee to review. She recommends the board wait to spend the  
156 money to follow the vote and when they will have more information to whether the bond  
157 will pass and the article putting money into the trust. They will also better know what the  
158 surplus will be at. The supplier will hold the quote for the cost till May 1<sup>st</sup>. We will hold  
159 an expendable trust meeting in mid-March and have a public hearing at the April  
160 meeting.

161 Mr. Maresco stated that after the comments on Saturday the board should be careful and  
162 cautious about using surplus.

163 Ms. Shankel stated that the expendable trust committee has a broad spectrum of voices to  
164 make this decision.

165 Ms. Janson asked if anyone had tally of the number of voters at this year's deliberative.

166 Ms. Shankel stated that the maximum in previous years was 45 people and they had 65  
167 people this year.

168

169 Reception Area

170 Mr. Ingram stated that the goal is to create a visible reception area when people walk  
171 through the main doors to make it very clear where to go. The receptionist will also be  
172 able to see the doors. Mr. Miner had a mason look at the work and the quote given is  
173 about \$5,000. We do have money from a security line item. From a cultural stand point  
174 this will bring a focal point to that area and is a gathering area for the students in the  
175 morning.

176 The board discussed a door buzzer, making the window for the receptionist inviting and  
177 not like a doctor's office, the need for no additional staff, and options for locking the  
178 window for the receptionist.

179 Mr. Ingram stated that there will be no other renovations and no relocation costs. Mr.  
180 Ingram stated that he does not support a buzzer for the door.

181 Ms. Janson stated that she would like to come back and discuss this topic when there is a  
182 better idea about how to secure that space. The board supports the idea.

183 Organizing future presentations

184 Ms. Janson stated that she would like to use this time to organize what the board wants to  
185 hear for the rest of the year and attach some dates to the topics.

186 Mr. Warburton stated that the board would hear about assessments in April. He heard a  
187 great presentation today at the Ethics forum and they will come in March for 20 minutes.

188 Mr. Ingram discussed the data for all assessments the school is currently involved in will  
189 be presented with performance metrics, including indicators of success and goals. He  
190 asked what else the board wants to hear about for those performance metrics. He would  
191 like to give a school profile to the public like the college profile the school has, He asked  
192 the board what they would like on the profile.

193 The board stated that they would like to see data for AP courses, and college credit  
194 courses. They would like to discuss the schools successes and why they have those  
195 successes. Discipline should also be included. They would like to see the number of  
196 students getting into tier 1 and 2 schools.

197 Mr. Maresco stated that he likes the performance metrics, but the school can always make  
198 numbers look good. They need to have a discussion to look at preparing students as  
199 colleges are becoming more competitive. SHS kids are at a disadvantage. Without the  
200 decile and not weighting grades has an effect on the kid's ability to get into schools and  
201 get scholarships. The party line is that these do not impact students, but it does.

202 Mr. Warburton stated that the board could have that conversation when SATs are

203 discussed. There are lots of pieces out there for college acceptance. We need to look at  
204 the entire picture. SHS would not prevent information going out to a school that would  
205 prevent a student getting into a school. Some colleges look at SAT scores and others do  
206 not. The numbers are all over the map. The highest schools have many applicants and  
207 most are similar types of students. After the interview process colleges puts students in a  
208 category and then selects. SHS students do get into top tier schools. If people have  
209 questions they should discuss them with the guidance staff. SHS will get schools and  
210 scholarships the information they need for students.

211 Mr. Maresco stated that there are issues because of decisions by the board. The idea of  
212 using junior year advisory for SAT prep was immediately thrown out and that attitude  
213 needs to change.

214 Mr. Warburton stated that this is a SAU wide discussion and grading comes up often.  
215 Cathy Desmond, the world language coordinator, would like to discuss with the board  
216 importance of World Language, 21<sup>st</sup> century learning and students accessing jobs in other  
217 countries.

218 The board assigned the following topics dates:

219                   Assessments - April – NECAP, SAT, PSAT

220 Grading - May – progress report from assessment task force, including what grades mean

221                   ALE's - May

222                   Performance metrics – June

223                   World Language - April

224                   **DISCUSSION**

225                   Policies

226 Mr. Warburton and Mr. Coughlan discussed that the PPC was ok with the language  
227 changes, including kids to students, some grammar, reporting to supervisor change to  
228 administrator and statements from the margin moved into the language. Nothing was  
229 taken out.

230 Mr. Warburton stated that the policy committee would see draft of a sign off sheet and  
231 anyone who gets a paycheck would read the policies and sign the sheet.

232 Mr. Ingram stated that if there are issues currently with coaches and conduct then the  
233 student or parent needs to go to the AD.

234 **Mr. Brown made a motion to accept the policy GBK, Staff Conduct and Ethics –**  
235 **2nd reading. Mr. Coughlan seconded the motion and the vote was unanimous.**

236 Ms. Shankel stated that on Page 41 the second bullet the word kids needs to be changed  
237 to students.

238 **Mr. Coughlan made a motion to amend and change the word kids to students in**  
239 **IJOA - Field trips and excursions – 2nd reading. Ms. Harrow seconded the motion**  
240 **and the vote was unanimous.**

241 **Ms. Mullens made a motion to approve IJOA - Field trips and excursions – 2nd**  
242 **reading as changed. Mr. Coughlan seconded the motion and the vote was**  
243 **unanimous.**

244 **Ms. Harrow made a motion to go into NON-PUBLIC SESSION – RSA 91-A:3 II. (a)**  
245 **(b) (c). Ms. Mullens seconded the motion and the role call was all yes at 7:50pm.**

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247