

**MINUTES**  
**SOUHEGAN COOPERATIVE SCHOOL DISTRICT BOARD MEETING**  
**TUESDAY AUGUST 11, 2009**  
**BRICK SCHOOL CONFERENCE ROOM**

**Present:**

**Souhegan Cooperative School Board:** Steve Coughlan, Dana Redmond, Jeanne Ludt, Dan Foley, Christine Janson, Pam Coughlin, Mary Lou Mullens

Minutes Recorder: Christine Janson

**I. CALL TO ORDER**

Steve Coughlan called the meeting to order at 5:07 P.M.

**II. BOARD COMMUNICATIONS**

This meeting was held as a work session to discuss various issues around communications, including those involving the Board itself. The following was discussed and decided:

- The SCSB desires to have a work session once per quarter. This will be finalized at the 8/18/09 SCSB meeting. **(Action Item: Steve Coughlan to add to agenda.)**
- The SCSB would like one regular Board meeting per quarter to have a financial focus where the financials will be discussed in more depth. This will be finalized at the 8/18/09 SCSB meeting. **(Action Item: Steve Coughlan to add to agenda.)**
- At budget planning time, each SCSB member will take a different piece of the budget and work with the Ways and Means and administration to understand it in depth.
- The SCSB would like to make sure that all line item transfers continue to be brought to their attention. **(Action item: Steve Coughlan to speak to Business Administrator about this.)**
- The SCSB would like a report at the 8/18/09 meeting on the SHS Activity Fund. **(Action Item: Steve Coughlan to add to agenda.)**
- Jeanne Ludt suggested that the SCSB hold quarterly meetings with SHS Faculty and staff. These would be in the form of drop in office hours. The Board members agreed.
- The SCSB directed Steve Coughlan to ask Superintendent Jennings to present to the Board, in non-public session on 8/18/09, information on a recent legal action and communications to the Board on the issue. **(Action item: Steve Coughlan to speak to Mary Jennings about this.)**
- The SCSB directed Steve Coughlan to call special meetings if there are critical issues about which the Board should be informed between regular monthly meetings.

- Jeanne Ludt suggested that all SCSB meetings, the minute taker make note of action items in the minutes. A report on these items should then become part of the following meeting's agenda. **(Action Item: Steve Coughlan to discuss this with regular minute taker, Heather.)**
- Jeanne Ludt also suggested that the meeting minutes be made available as soon as possible after the meeting so that at action items can be addressed. **(Action Item: Steve Coughlan to discuss this with regular minute taker, Heather.)**
- The SCSB would like a report from Athletic Director, Chris Lavoie at the 09/17/09 SCSB meeting. Jeanne Ludt and Dana Redmond will come up with a template for data for the presentation. **(Action item: Jeanne Ludt and Dana Redmond to come up with template.) (Action Item: Steve Coughlan to add to agenda.)**

### III. OTHER

Dana Redmond and Dan Foley reported that they had met with Chris Lavoie on the new athletic fees. They discussed the possibility of putting a \$500 per family per year cap on the fees. Chris Lavoie believes this will have minimal impact on the budget. Most athletes participate in at most, two seasons per year. Dan and Dana will present this at the 8/18/09 SCSB meeting. **(Action Item: Dana Redmond and Dan Foley to present at August SCSB meeting.) (Action Item: Steve Coughlan to add to agenda.)**

Dana Redmond handed out a draft of RFP for a Comprehensive Facilities and Program Needs Analysis proposal for SHS. Business Administrator, Betty Shankel, has advertised in the media requesting quotations and the committee has developed a list of experienced engineering firms to mail the RFP. Dana asked each Board member to review and comment on the proposal. He also encouraged any Board members who would like, to be involved in the process of interviewing potential firms.

### IV. REVIEW OF MEETING/ADJOURNMENT

A motion was made by Dana Redmond and seconded by Jeanne Ludt to adjourn. Motion Passed unanimously. Meeting adjourned at 7:30 P.M.

### ACTION ITEMS

#### Steve Coughlan

- Add to 8/18/09 agenda: quarterly work sessions, quarterly financial focus of Board meetings, SHS Activity Fund report, and report on athletic fees.

- Speak to Business Administrator about Board notification of all line item transfers.
- Speak to Mary Jennings about a non-public session on 8/18/09 regarding legal action.
- Add to 9/14/09 meeting: Athletic Director Presentation.
- Discuss addition of action items and asap minutes with regular minute taker, Heather.

**Jeanne Ludt and Dana Redmond**

- Come up with template for Athletic Director presentation at 9/14/09 meeting.

**Dana Redmond and Dan Foley**

- Report on athletic fees at 08/18/09 SCSB meeting.