

Souhegan Cooperative School Board  
Thursday, February 04, 2016  
Meeting Minutes

Attendees:

Administrative Team: Peter Warburton – Superintendent, Betty Shankel – Business Administrator Rob Scully- Principal SHS, Christine Landwehrle-Director of Curriculum and Professional Development, Peter Gagnon- Dean of Students at SHS, Kathy White- Dean of Faculty at SHS, Jim Miner- Director of Buildings and Grounds.

Souhegan School Board- Chair- Mary Lou Mullens, Vice Chair- Howard Brown, Jeanne Ludt, Christine Janson, Steve Coughlan, and Pim Grondstra.

Minute Taker: Danae Marotta

SHS Community Council- Liz Purvis

Public: Ms. Lisa Eastland- Amherst, NH, Maggie McCabe- Amherst, NH

I. CALL TO ORDER – Chair Mary Lou Mullens

**Ms. Mary Lou Mullens called the meeting to order at 6:10 pm**

Ms. Mullens thanked everyone for being here and noted that the Deliberative Meeting was this past week. She noted 551 for the final count and thanked the audience for attending.

She added that no matter what your position is, she hoped attendees learned about SHS and the FY'17 Budget.

II. ANNOUNCEMENTS

A. Principal's Report

Mr. Rob Scully noted a couple thank you's first to the National Honor Society for their work with the Blood Drive and then the Theater Program for donations.

He then gave an update on PACE and noted that on Monday, January 11<sup>th</sup> a group representing grades 9 and 10, Math, Science and English met with Susan Lyon, a consultant, to discuss how we report competency data for the PACE project. The group discussed grading practices and procedures in grades 9 and 10.

Mr. Scully then discussed the next steps that Kathy will reach out to the grade level/ content areas and take a sample of the rank books. If needed, she will work with teachers to create a

46 conversion sequence. He noted that they will verify with Susan Lyons that the approach and the  
47 results work for the PACE pilot.

48  
49 Mr. Scully then discussed that Emma Vadehra from the US Department of Education will visit  
50 on April 1<sup>st</sup>. He noted that it is confirmed. He added that this visit, is likely inspired in part by the  
51 recent reauthorization of NCLB.

52  
53 He then discussed that the PSAT results have arrived. He added that counselors have been  
54 meeting with juniors this week to review and distribute their reports and answer any questions  
55 they may have. He added that students have been encouraged to share their score reports with  
56 their parents. Additionally, sophomores who participated in the PSAT will meet with their  
57 counselors next week.

58  
59 He then discussed that the new SAT aligns with the other work as part of the accountability  
60 system and they are aligning the logistics for the test.

61  
62 He then discussed that the SAT is not like SBAC in that teachers cannot come in and out like  
63 other exams. He noted that the SAT is a State assessment.

64  
65 Ms. Mullens asked a question about the SAT.

66  
67 Mr. Scully added that NECAP was replaced by SBAC which was replaced by the SAT. He noted  
68 that it was a State decision not the Board's or Administration.

69  
70 Mr. Scully then added that this year the PSAT and the Khan Academy working are together.

71  
72 He then discussed the Program of Studies, and mentioned that the proposed additions for 16'-  
73 17' are AP Computer Science, Programming, and Vex Robotics.

74  
75 He then discussed Course Selection Night and that parents of current freshman and sophomores  
76 are invited to this presentation. He added that information about course selection will be shared,  
77 and will include information about current offerings, graduation requirements and college  
78 admission requirements. He noted that they like to frame the whole 4 year experience.

79  
80 Mr. Scully then discussed that students are preparing for the HYPE conference. He noted that  
81 this year there will be an adult workshop, given by the students for educators, and they will get  
82 more details in the future.

83  
84 Ms. Mullens noted that it is a student led program started by SHS students.

85  
86 Ms. Ludt asked Mr. Scully to define HYPE for the viewing audience.

87  
88 Mr. Scully noted that HYPE stands for Hosting Young Philosophy Enthusiasts. It is moving  
89 and powerful and if you can get a chance to go and observe you should do so. He added that it is  
90 a four state conference with approximately 1,000 people.

91

92 He then gave several acknowledgements to students receiving recognition in the 2016 NH  
93 Scholastic Awards Program.

94 He noted that they are getting real life experiences through the Strategic Plan Initiatives and the  
95 curriculum.

96  
97 Ms. Mullens asked the Board if they had any questions.

98  
99 The Board did not have any questions.

100  
101 Ms. Mullens thanked Mr. Scully for his Principal's Report.

102  
103 • World Language Plan

104  
105 Mr. Rob Scully discussed that they will be meeting on the 10<sup>th</sup> and 11<sup>th</sup> with 2 consultants. He  
106 added that they will be observing teachers District wide and customizing World Language  
107 competencies. He added that and they are excited about it and that next month he will have more  
108 info. He added that this is a big step from a year ago.

109  
110 B. Community Council Report

111  
112 Liz Purvis noted that there were three big proposals that they were discussing.

113  
114 Liz Purvis discussed that they are having schedule reviewing and the proposal of changing the  
115 late start days and from Gold to White. She then discussed the differences in Gold and White  
116 days. She noted that changing the late start day did not pass, but there was a lot of good  
117 discussion.

118  
119 She added that the next proposal is to change the overall consequence of violating Academic  
120 Integrity.

121  
122 She noted that the punishment for a second offense, would change from a 3 day OSS to a 2 day  
123 ISS. She added that there are a lot of points brought up on both sides and that ultimately the final  
124 decision is up to the Dean.

125  
126 She noted that they have looked at other schools for examples on Academic Integrity, such as  
127 Exeter.

128  
129 She finalized by saying that this proposal is still in active discussion.

130  
131 She then discussed the final proposal of celebrating groups that have done notable things.

132  
133 She suggested they take 10 or 15 min for students to line up and show their appreciation, as the  
134 seniors do to the freshman at the beginning of the school year.

135

136 She added that this will be about three times a year. She remarked that this would not be just for  
137 sports teams and would boost school spirit and enhance SHS community. She added that they  
138 haven't gotten very far on this idea.

139  
140 Ms. Mullens asked the Board if they had any questions or comments for Liz Purvis.

141  
142 She then thanked Liz Purvis for her recap of Community Council events.

143  
144 C. Committee Reports

145  
146 Mr. Pim Grondstra noted that he was going to give the Fundraising Committee Report with Mr.  
147 Jim Miner's update on the Turf Field.

148  
149 III. PUBLIC COMMENT

150  
151 Ms. Maggie McCabe remarked that she has two questions for the Board. First, she asked about  
152 the World Language Program and the Level 5 being cut.

153  
154 Mr. Rob Scully explained the level 5 enrollment and that sometimes it goes a little low and that it  
155 was a staffing issue and they used some attrition with the staff.

156  
157 Ms. McCabe noted that she thought it was cut due to costs.

158  
159 Ms. McCabe suggested to have dual language speaking teachers so it would not be a problem in  
160 the future.

161  
162 Mr. Scully noted that they are considering that type of model, and that they are in the very  
163 beginning stages. He added that it is a little easier with Latin.

164  
165 Ms. McCabe then discussed her concern with the shortage of textbooks.

166  
167 Ms. Mullens noted that last year it was a student that got up and noted that there were a shortage  
168 on textbooks.

169  
170 Ms. McCabe discussed that since the Budget is so high they should not be having textbook  
171 shortages.

172  
173 Mr. Scully noted that in the beginning they had a textbook shortage but it was corrected.

174  
175 Ms. Mullens added the Administration went back and checked that there was a set for each class.

176  
177 Mr. Steve Coughlan made a comment on the textbooks and noted that it is a compilation of  
178 original work.

179  
180 Ms. Mullens noted that sometimes they don't always know enrollment so textbook amounts are  
181 hard to know.

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Mr. Scully noted that they started low and then they adjusted the amounts.

Discussion ensued.

Ms. Lisa Eastland stated that she is the President of the PTSA and they have reenergized the group.

She noted that there was a great presentation on the Teenage Brain and how they operate. Ms. Eastland then discussed that there is a SHS PTSA Scholarship Fundraiser on Saturday, February 6<sup>th</sup> at the Amherst Country Club from 8-12pm, \$20 per person. She added that there will be great music, and awesome raffle items. She remarked that tickets are on sale at Moulton's, the Homestead and SHS.

She noted that the SHS PTSA Scholarship is Community Service based.

She then discussed that there will be a film screening called "Most Likely to Succeed" on Thursday, March 24<sup>th</sup> at 6:30 pm in the SHS Auditorium.

She added that it is sponsored by Community Council, SHS PTSA, and the Amherst PTA.

Ms. Eastland noted that the film is about where Education is coming from and where will it be going for the future. She added that the film will bring up great discussions. She mentioned that some of the topics in the movie are the Whole Learner and some other things that SHS is already doing.

Ms. Eastland then brought up a few concerns for the Board.

She noted her daughter is taking AP History and that there is a shortage of textbooks. She discussed that there are about a handful of kids that do not have it in hard copy, and it is difficult to do research online.

She noted her second concern is that there are no AP Statistics books and that they are getting photocopies from their teacher. She then noted her concern that copying books is a copyright issue.

She then discussed that the books that are provided to the math class are paperbacks. She then questioned the Board if the paperback book was a cost issue. She added that students have to carry them around in plastic bags which is not good.

Ms. Mullens noted that it is not the Board's responsibility to buy textbooks but Ms. Christine Landwehrle can answer your question.

Ms. Eastland remarked that she understands that it is not the Board's responsibility to buy textbooks.

228 Ms. Landwehrle then discussed the decision on buying the paperback books. She added that with  
229 the math textbooks that they had the choice for paper or hard copy. She noted that the hard copy  
230 was double the size of the paperback book and they had to decide what more user is friendly. She  
231 added that with the soft cover book option that if you lose a volume, you can buy a chapter  
232 without buying a whole book.

233

234 Ms. Mullens remarked that she is glad that the PTSA is active and asked Ms. Eastland if she  
235 would come on a quarterly basis and give the Board updates.

236

237 Ms. Eastland replied, yes, she would be happy to give updates at Board Meetings.

238

239 Mr. Rob Scully asked Ms. Landwehrle a question about the eBooks.

240

241 Ms. Landwehrle noted that the eBook was in addition to the hard copy. She noted that they were  
242 a little off with the math enrollment and when they found out they quickly corrected it.

243

244 Ms. Mullens thanked Ms. Landwehrle.

245

246 Mr. Rob Scully then thanked Ms. Lisa Eastland on behalf of SHS for all of her time and efforts  
247 and noted that he is excited about the PTSA.

248

#### 249 IV. CONSENT AGENDA

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##### 251 A. Minutes

252 1. January 4, 2016

253 2. January 6, 2016

254 3. January 13, 2016 (Public Hearing)

##### 255 B. Treasurer's report

256 1. December 2015

##### 257 C. Unanticipated Student Activities Revenue

258 1. Donation - \$2500 - First Robotics – Scholarship

##### 259 D. SHS Student Activity Fund Trial Balance report for

260 July 1 – December 31, 2015

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262 Ms. Jeanne Ludt noted that she would like to pull the Minutes from January 4<sup>th</sup>, January 6<sup>th</sup> and  
263 January 13<sup>th</sup>.

264

265 She noted that on the January 4<sup>th</sup> Minutes in a Motion Ms. Christine Janson voted twice.

266

267 Ms. Janson noted that Mr. Chen took those Minutes.

268

269 Ms. Jeanne Ludt then discussed that she needed clarification on the Motion.

270

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272 Ms. Mullens noted that the Motion was not to give gifts to students that came to talk to the Board  
273 about the Advance Committee.

274  
275 Discussion ensued.

276  
277 Ms. Betty Shankel noted that the Motion could be reworded to “Ms. Christine Janson made a  
278 Motion not to fund honorariums”.

279  
280 Mr. Pim Grondstra noted that on the January 13<sup>th</sup> Public Hearing Minutes it is noted that he was  
281 not in attendance. He in fact was at the Public Hearing.

282  
283 Ms. Jeanne Ludt noted that on line 494-495 on the January 6<sup>th</sup> Minutes that the conversation just  
284 ends without a concluding statement.

285  
286 Mr. Rob Scully added that District wide there are ongoing discussions about Incident Command.  
287 He noted that that statement can be placed in the Minutes.

288  
289 He also added that there are timelines and can give the Board updates on a quarterly basis. He  
290 noted that they are definitely ready for evacuations, second evacuations, etc. and are in touch  
291 with the bus companies.

292  
293 Superintendent Warburton noted that it is an SAU wide initiative.

294  
295 He added that they are auditing all of their procedures and protocols. He added that they have  
296 been selecting protocols in case something happens. He noted that they are doing lots of things  
297 and people are being certified.

298  
299 Ms. Jeanne Ludt then noted that she had another comment about the January 13<sup>th</sup> Minutes taken  
300 after the Public Hearing.

301  
302 She discussed that Mr. David Chen didn’t support the FY’17 Budget and she would like to know  
303 why the reason was not listed.

304  
305 She noted that it is a part of the meeting and the Minutes are public record.

306  
307 Ms. Betty Shankel and Superintendent Warburton commented that the Board should wait for Mr.  
308 Chen since he is not in attendance presently.

309  
310 Ms. Mullens suggested that they table the January 13<sup>th</sup> Minutes till the next Board Meeting.

311  
312 **Mr. Pim Grondstra made a Motion to accept the Consent Agenda A. Minutes from 1.**  
313 **January 4, 2016 and 2. January 6, 2016, as amended, B. December 2015 Treasurer’s**  
314 **Report, C. Unanticipated Student Activities Revenue, Donation - \$2500 - First Robotics –**  
315 **Scholarship and D. SHS Student Activity Fund Trial Balance report for July 1 – December**  
316 **31, 2015. Mr. Howard Brown seconded the Motion. The vote was unanimous, Motion**  
317 **passed.**

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## V. PRESENTATION

Mr. Jim Miner then discussed the Turf Field Project.

He noted that they interviewed the two selected vendors for the proposed turf installation on Jan. 14<sup>th</sup>. He noted that they two vendors were Quirk Construction/ Shaw Sports and ProGrass.

He discussed that there was a clear choice on Quirk/ Shaw and what they found in the interviews that were outstanding.

Mr. Miner then noted the Quirk/Shaw Selection Factors.

He then described the turf weave as a dense and showed an example to the Board. He noted that there are different types of fiber. He added that Shaw Sports installs the turf.

He discussed that all of the vendor representatives all that attended were easy to understand. He then added that Quirk has their own equipment and their own employees.

He then discussed the shock pads, he then passed around the padding examples. He noted that he prefers one better than the other due to materials used in the pad.

Mr. Miner then discussed the ProGrass concerns. He noted that there was no formal presentation of information, examples or materials. He noted that it was just discussion of who they are and what they have done nationally.

He added that they did not identify or highlight their material supplier capabilities.

He remarked that they did not include a shock pad and recommended that it would only affect player performance.

Mr. Pim Grondstra made a comment about the professionalism of the Quirk vs ProGrass. That Quirk was very professional.

Mr. Jim Miner then discussed the logo of the Field and the lines.

Ms. Jeanne Ludt asked Mr. Miner a question about the fill that will be used.

Mr. Howard Brown asked a question about the length of time to build the field.

Mr. Pim Grondstra then recapped that the anonymous donor came forward with \$500k for a turf field without using taxpayer money. He noted that they had 5 bids for the project. They eliminated the three highest and went with two for a further review. He discussed that they recommend Quirk and Shaw to award the contract to build the turf field.

He mentioned that they have \$772k approximately and they are \$110k about from that goal.



364 He noted that they want to reestablish the fundraising drive and that they are close and confident  
365 of reaching their goal. He noted that you can go to [www.amherstfoundation.org/stadium/](http://www.amherstfoundation.org/stadium/) to buy  
366 a brick.

367  
368 He added that if there are any questions please contact him or Mr. David Chen.

369  
370 Ms. Christine Janson asked Mr. Grondstra what is the new timeline.

371  
372 Mr. Pim Grondstra discussed that the donor is committed to move forward and then asked the  
373 Board if they had to make a Motion to accept Quirk and Shaw as the contractors.

374  
375 Discussion ensued.

376  
377 Ms. Jeanne Ludt asked Mr. Pim Grondstra if they have a more aggressive marketing plan.

378  
379 Mr. Grondstra discussed that they can put a fundraising thermometer outside SHS, can do more  
380 letters in the paper and a final push to large donors and the communities and of Amherst and  
381 Mont Vernon involved.

382  
383 Ms. Shankel noted that the fundraising thermometer is on the SHS website.

384  
385 He wants people to know that it is a community based endeavor and that the turf field will attract  
386 families to move in to the Amherst/ Mont Vernon Community.

387  
388 He then noted that the Bricks can be bought for any reason.

389  
390 **Mr. Pim Grondstra made a Motion to award the contract to build the Synthetic Turf Field**  
391 **to Quirk and Shaw at the maximum price of \$882,000 contingent upon 100% private**  
392 **funding raised to build the field. Mr. Steve Coughlan seconded the Motion. The vote was**  
393 **unanimous, Motion passed.**

394  
395 Mr. Grondstra then noted that Mr. Jim Miner will work will Quirk and Shaw to know what funds  
396 are needed and when.

397  
398 Mr. Steve Coughlan made a comment about the funds and the timing of the construction.

399  
400 Ms. Mullens thanked Mr. Jim Miner, the Committee and the Fundraising Chairs.

401  
402 VI. INFORMATIONAL

403  
404 A. Parking Ordinance for Election Days

405  
406 Mr. Coughlan then discussed the parking ordinance for election days.

407  
408 Ms. Mullens asked Mr. Coughlan how you can tell if people have been parked for over 45 min.

409

410 Mr. Coughlan noted that sometimes it is the ones that are holding signs.

411

412 Ms. Jeanne Ludt asked if there is special parking for those that will stay later than 45 min.

413

414 Discussion ensued.

415

416 **Mr. Steve Coughlan made a Motion to adopt the Parking Ordinance for Election Days. Mr.**  
 417 **Pim Grondstra seconded the Motion. The vote was unanimous, Motion passed.**

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## 420 VIII. ACTION ITEMS

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### 422 B. Policies – 2<sup>nd</sup> Reading

423

424 1. AA - School District Legal Status

425 2. AC – Non - Discrimination

426 3. ACA – Sexual Harassment and Sexual Violence

427 4. GCC/GDC – Professional and Support Staff Leaves

428 And Absences General Provisions

429 Mr. Steve Coughlan then discussed the GCC/GDC-Professional and Support Staff Leaves and  
 430 Absences General Provisions Policy.

431 He noted a Sick Bank Policy that staff members can donate sick days to a Sick Bank and if there  
 432 was a catastrophic illness that they could ask their peers for additional days. He discussed that  
 433 this time would be to get well from a sickness or become eligible for long term disability. He  
 434 then discussed that when you first start as an employee you give your first sick day to the Sick  
 435 Bank.

436 He noted that the issue is that you get a multiple forms to sign during hiring and sometimes it  
 437 gets lost in the shuffle of paperwork.

438 He then noted that Ms. Carrie James, Director of HR, proposed to the PPC that the Sick Bank  
 439 participation be mandatory right from the beginning of being hired on.

440 He then discussed that the PPC recommended the change to the Policy to the Board.

441 Mr. Coughlan then noted the proposed changes of the GCC/GDC Policy are to remove the word  
 442 *voluntary*, and change the wording from *you may*, to *you will*.

443 Mr. Howard Brown asked a question about who is the Administrator that the Board has  
 444 designated.

445 Mr. Rob Scully noted that he is a member of the Sick Bank Group.

446 **Mr. Steve Coughlan made a Motion to adopt the proposed changes of the GCC/GDC**  
 447 **Policy, thereby making the Sick Leave Bank mandatory. Mr. Pim Grondstra seconded the**  
 448 **Motion. The vote was unanimous, Motion passed.**

449 Discussion ensued.

450 **Mr. Steve Coughlan made a Motion to amend the GCC/GDC-Professional and Support**  
451 **Staff Leaves and Absences General Provisions Policy as presented with the following**  
452 **amendment Paragraph 3 under Sick Leave Bank shall read: The Sick Leave Bank will be**  
453 **administered by a five-member committee as follows: two (2) members designated by the**  
454 **faculty steering committee, two (2) members representing support staff, and one**  
455 **Administrator, the Principal or his/her designee. Mr. Pim Grondstra seconded the Motion.**  
456 **The vote was unanimous, Motion passed.**

457 Discussion ensued.

458 **Mr. Pim Grondstra made a Motion to accept Policies 1. AA - School District Legal Status 2.**  
459 **AC – Non – Discrimination and 3. ACA – Sexual Harassment and Sexual Violence. Ms.**  
460 **Jeanne Ludt seconded the Motion. The vote was unanimous, Motion passed.**  
461

462 Ms. Jeanne Ludt noted that she would like people to know that they do have these policies,  
463 however, there are being updated.

464 Mr. Brown noted that the Policy Committee will place the Policies in the SAU Packet for all  
465 Members to look at beforehand. He noted that it will make the second reading easier.

466 Mr. Peter Warburton noted that one Board may find that changes need to be made on a Policy  
467 and that causes delays.

468 He then noted that his goal is a year and a half to get through all the policies.

#### 469 XI. REVIEW OF MEETING/FUTURE AGENDA ITEMS

470  
471 Ms. Mullens noted the following points for discussion at the next Board Meeting: Ms. Eastland  
472 for the quarterly PTSA update, the Incident Command quarterly update, establishing a  
473 Constitution Committee, the US Department of Education visit, the link to the brick tile  
474 fundraiser on the SHS website and parent emails.

475  
476 Ms. Jeanne Ludt commented that Boston schools have cancelled trips Field Trips to certain  
477 countries due to the recent Zika virus.

478  
479 Superintendent Warburton noted that he is aware and noted the government website that contains  
480 travel advisories.

481  
482 Mr. Peter Gagnon noted that they have a Costa Rica trip scheduled in the future. He added that  
483 they are monitoring threat levels as well.

484  
485 Discussion ensued.

#### 486 487 XII. ADJOURN

488 **Mr. Steve Coughlan made a Motion to adjourn the Meeting at 7:51pm. Mr. Pim Grondstra**  
489 **seconded the Motion. The vote was unanimous, Motion passed.**