

Souhegan Cooperative School Board
Thursday, June 2nd 2016
Meeting Minutes

Attendees:

Administrative Team: Peter Warburton – Superintendent, Betty Shankel – Business Administrator, Rob Scully- Principal SHS, Christine Landwehrle- Director of Curriculum & Professional Development, Meg Beauchamp- Director of Special Education, Peter Gagnon- Dean of Students at SHS, Kathy White- Dean of Faculty at SHS, Karen Chininis- Guidance Director, and Gigi Klipa- Dean of Faculty

Souhegan School Board- Chair- Mary Lou Mullens, Vice Chair- Howard Brown, Steve Coughlan, Pim Grondstra, Peter Maresco, Dwayne Purvis and Mr. David Chen.

Minute Taker: Danae Marotta

Public: Liz Purvis- Community Council Member, Ms. Lisa Eastland- Amherst, NH and Ms. Maggie McCabe-Amherst, NH.

I. CALL TO ORDER – Chair Mary Lou Mullens

Ms. Mary Lou Mullens called the meeting to order at 6:06 pm.

She then welcomed the public to the last meeting of the school year.

II. ANNOUNCEMENTS

A. Principal's Report

Principal Scully started his Principal's Report with a thanks to Kathy Maddox, Ryan Lemieux, Amy McGuigan and Paula Garvey.

He discussed that Amy McGuigan helped with NEASC coordination.

Mr. Dave Chen asked him to remind the public what the acronym NEASC stands for.

Principal Scully replied, New England Association of Schools and Colleges.

He then discussed Paula Garvey and that she has done a wonderful job with community service.

He discussed the PACE update and that Ms. Susan Lyons gave a presentation detailing the application and use of PACE data.

46 He noted that the following areas were covered: Overview of PACE Accountability, Inter-rater
47 Reliability, Cross-district calibration and comparability, Producing annual determinations,
48 Creating Achievement Level Descriptors (ALD), Standard setting approach and results—
49 contrasting groups, “No-harm” analyses and additional work for 2016

50

51 He added that it was fascinating and got a lot of good feedback. He remarked as there are more
52 presentations they can make it more viewable to the public.

53

54 He then discussed Tripod, and that Ms. Landwehrle did a great job. He added that there is a lot
55 of positive feedback.

56

57 Ms. Mullens asked if Tripod is used for teacher evaluation.

58

59 Mr. Scully replied, no, it is the first year.

60

61 Mr. Chen asked about the K-2 assessment, and if it was a typo.

62

63 Mr. Scully replied, no, the K-2 questions are administered differently and they cannot do it
64 online.

65

66 He then discussed the NEASC application for evaluation and that they received an extension. He
67 added that Ms. Amy McGuigan, their NEASC Coordinator, has facilitated the preliminary stages
68 of the NEASC application process. He added that they have identified their NEASC Steering
69 Committee as well as the NEASC Standards Committees.

70

71 He discussed that the application for evaluation was completed and submitted last week. He
72 noted that they have requested a fall 2018 visit.

73

74 He added for the Board Members to try the link that is included.

75

76 He then discussed some of the end of the year activities.

77

78 He discussed that the Senior Project is a public exhibition of personalized learning and a
79 graduation requirement. He added that it requires students to demonstrate their progress on their
80 Academic Learning Expectations and to reflect upon their learning.

81

82 He added that Senior Projects will be presented on May 26 and May 27 and that they went very
83 well.

84

85 He then discussed the Run for Hope with donations that will go to the Cystic Fibrosis
86 Foundation.

87

88 Principal Scully noted that Run for Hope has been an 18 year tradition at Souhegan High School.
89 He added that it was started by one of their very own freshman advisories to help a fellow
90 classmate battling cancer.

91

92 He then noted that Run for Hope continues to be a fun, year end, charity event for the whole
93 school to help those in need.

94
95 He discussed that this year, they as a school community have chosen to support the Cystic
96 Fibrosis Foundation in the fight to cure the progressive, genetic and ultimately terminal disease.
97 He added that CF causes persistent lung infections and over time limits the ability to breathe. He
98 added that the CFF gives hope to the more than 70,000 people worldwide with CF and to the
99 nearly 1000 individuals newly diagnosed each year.

100
101 He then discussed the undergraduate make up exams.

102
103 He then discussed some acknowledgements and recognitions.

104
105 He noted that Souhegan High School once again participated in the BizGen competition
106 Thursday, May 26th at the Paul College on the UNH campus in Durham. He added that in total
107 there were 18 teams competing from Concord, Pinkerton, Derryfield, Gorham, Souhegan, Oyster
108 River, Bishop Brady, Merrimack, and Portsmouth high schools.

109
110 He commented that every team at the event had put in numerous hours and a lot of heart and soul
111 into the BizGen effort.

112
113 He then discussed that thanks to their generous sponsors, \$8,500 was awarded to the top four
114 finishers, all of whom can take their ideas and make them into real businesses.

115
116 He added that Souhegan placed second in this year's competition. He then discussed that the
117 Souhegan students created a program and a machine and they did a wonderful job.

118
119 He noted that the end of the year is very busy and that they are doing work on the Literacy
120 Institute and the new STEAM Institute. He added that it is exciting work and the teachers are
121 very excited.

122
123 Ms. Mullens asked the Board if they had any questions for Principal Scully.

124
125 The Board had no other questions and thanked Mr. Scully for his report.

126
127 B. Community Council Report

128
129 Liz Purvis discussed that they already had their second meeting and the topic was about Gender
130 Neutral Bathrooms.

131
132 She then discussed that they will use one bathroom and change the sign. She emphasized that
133 they do not want to install more bathrooms. She discussed that it will be Gender Neutral and
134 anyone can use it, the sign can come off.

135
136 She then added that they are not sure how many bathrooms to be changed to Gender Neutral yet,
137 and would like to include the Annex, she is thinking of two or three bathrooms.

138

139 Chair Ms. Mullens asked the Board if they had any other questions for Liz Purvis.

140

141 Ms. Mullens added that she has been a part of Community Council and is impressed by the way
142 this topic has been handled.

143

144 The Board thanked Liz Purvis.

145

146 C. Committee Reports

147

148 Mr. David Chen discussed the Coaches' Stipend Reviews.

149

150 He then passed to the Board a chart showing the current starting stipends of Souhegan along with
151 some other comparative schools.

152

153 Ms. Shankel asked Mr. Chen if these are the beginning stipends for Souhegan.

154

155 Mr. Chen replied, yes, it is the starting numbers.

156

157 He then discussed the reasons why people are willing to coach, such as dedication to the kids and
158 sports.

159

160 He added that this information is something to look at and see where they are.

161

162 He then added that the numbers are pretty clear that Souhegan is behind the curve.

163

164 Mr. Chen added that is just a report, and they are not asking for changes.

165

166 Ms. Mullens noted that she wants to make sure that they are starting salaries.

167

168 Mr. Chen replied that he will go back and check.

169

170 Mr. Coughlan commented on the Athletic Stipend. He added that PPC did not want to change
171 anything if it is already working.

172

173 Mr. Chen asked if the stipend is based on the size of the team, such as golf or football.

174

175 Mr. Coughlan remarked that the schedule has not been changed in a long time.

176

177 Ms. Mullens noted that they did a stipend review but did not include clubs and coaches. She
178 suggested to take a look again in September for budgeting purposes.

179

180 She added that this is a good start and thanked Mr. Chen for the information.

181

182 Mr. Pim Grondstra then discussed the Student Athlete Survey.

183

184 He noted that it is a pilot and they are continuing with the same survey.

185
186 He added that it is not a whole lot of feedback, neutral to positive, and a small sample size.
187
188 He added that they would like to expand the survey to add parents.
189
190 Mr. Maresco noted that he has heard that some coaches are driving students away from the sport,
191 and asked how the coaches are evaluated.
192
193 Mr. Scully discussed looking at a model survey. He added that it starts from the very beginning
194 with the coach's hiring, and they are trying to use the Teacher/Leader model to create a survey.
195
196 He agreed that it was a good question.
197
198 Mr. Maresco noted that he has heard negative things about coaches.
199
200 Principal Scully added that they have to do training among other things.
201
202 Mr. Chen discussed that there is probably room for feedback but not at the end of the season. He
203 suggested that the survey be done mid-season and not any later.
204
205 Ms. Mullens added that Mr. Pim Grondstra and Mr. David Chen are the Athletic Liaisons.
206
207 Discussion ensued.
208
209 Mr. Scully discussed the intricacies of coaching. He added that they are working on it and should
210 place great importance in the very beginning.
211
212 Ms. Mullens added that she thought there was a Coach's Handbook and that it has come up a
213 number of times.
214
215 Mr. Purvis asked a question about the increase in the User Fees and if it has to do with the
216 raising of the Stipends.
217
218 Ms. Mullens noted that they have raised the User Fees and Parking Fees substantially about three
219 years ago.
220
221 She then suggested that the Board revisit this topic with Principal Scully and Athletic Director,
222 Dick Miller's input.
223
224 III. PUBLIC COMMENT

225 Mr. Purvis noted that he wanted to speak as a member of the public.

226 He discussed that it has been another great year and is thankful for Ms. Betty Shankel's work as
227 Business Administrator and all that she has done. He added that he was a member of the Finance
228 Committee and she was only a phone call away with any issue they had concerns about. He
229 added that they are going to miss her and the town is going to miss her.

230 He then discussed that Principal Rob Scully has done a wonderful job with the staff and thanked
 231 the School Board for all of their work. He added that there are some issues and curriculum is one
 232 of them.

233 Ms. Lisa Eastland discussed that they are looking for Project Graduation volunteers.

234 She discussed that Project Graduation runs on the night of graduation, Friday, June 10th, at
 235 10:00pm. She added that all graduates are welcome to sign up and attend, so they can spend the
 236 night celebrating safely with their classmates

237 She noted that the time slot she is looking for is the 1:30 am to 5:30 am shift.

238 She added anyone interested should contact her, Lisa Eastland, at Eastland@comcast.net.

239 Mr. Brown asked Ms. Eastland what volunteering for that time slot entails.

240 Ms. Eastland discussed handing out ice cream and making sure the kids are where they should
 241 be.

242 Mr. Chen asked what the date is.

243 Ms. Eastland replied, June 10th 2016.

244 Ms. Eastland then asked if Souhegan ever did an efficiency audit.

245 She then handed out a Table of Contents from a high school website.

246 Ms. Mullens then discussed NEASC and noted that it is not the same. She added that it is
 247 scheduled for the fall of 18’.

248 Ms. Eastland discussed that maybe this example can be helpful for the Board.

249 Ms. Mullens replied that it might help and thanked Ms. Eastland for the information.

250 Mr. Chen added that the audit scheduled for fall 18’ is not really an efficiency study. He added
 251 that it is accreditation based and this might be efficiency based.

252 Mr. Scully suggested to take that example and blend it with the NEASC report.

253 Superintendent Warburton discussed that the Board needs to be up to speed with what NEASC
 254 does. He then added that in August they can start discussing what they do in the Self-Study.

255 Ms. Maggie McCabe finalized the Public Comments by adding that the NEASC study would be
 256 different than what Ms. Eastland is talking about.

257 IV. CONSENT AGENDA

258 A. Minutes

259 1. May 5, 2016

260 2. May 16, 2016

261 B. Treasurer’s report

262 1. April 2016

263 C. Resignation letter
 264 D. Audit Engagement letter

265
 266 **Mr. Howard Brown made a motion to accept the Consent Agenda items A. Minutes 2. May**
 267 **16th 2016, B. Treasurer's Report 1. April 2016, C. Resignation Letter and D. Audit**
 268 **Engagement Letter. Mr. Dwayne Purvis seconded the Motion. 6 in favor, Motion passed.**

269
 270 **Mr. Steve Coughlan made a Motion to accept the May 5th 2016 Minutes, as amended. Mr.**
 271 **Howard Brown seconded the Motion. The vote was unanimous.**

272
 273 **Mr. Steve Coughlan made a Motion to accept the March 31st 2016 Minutes, as amended.**
 274 **Mr. David Chen seconded the Motion. The vote was unanimous, Motion passed.**

275
 276 V. PRESENTATION

277
 278 VI. INFORMATIONAL

279
 280 A. 2016-17 School Year Calendar – late start change

281
 282 Superintendent Warburton noted that SHS has two extra late starts one for 12/ 12/16 and 5/15 16.

283
 284 Mr. Chen asked about the amount of school days.

285
 286 Discussion ensued.

287
 288 B. Coaches stipend review

289
 290 See above minutes

291
 292 C. Student athlete survey

293
 294 See above minutes.

295
 296 D. Follow up on steps being taken for suicide and bullying

297
 298 Principal Scully then discussed the YRBS (Youth Risk Behavior System), and targeting some
 299 summer days for work.

300
 301 Mr. Gagnon added that they are still working with the Connect team and they have put on
 302 presentations and continuing the good work with raising the issue of suicide prevention with
 303 parents and students.

304
 305 He noted that now they are asking about the stronger drugs, heroin and methamphetamines.

306
 307 Mr. Gagnon noted that you can never do enough and they are working hard in Student Services.

308

309 Mr. Scully added that they are looking at the existing structures and what new things they can
310 bring in to help.

311
312 Mr. Gagnon added that it can be a part of the summer work.

313
314 Mr. Scully added that last year the bullying numbers were pretty large.

315
316 Mr. Maresco asked Mr. Gagnon if there is something for the younger students.

317
318 Mr. Gagnon discussed some programming and to identify those students that might need extra
319 transitional help.

320
321 Mr. Maresco asked how students get identified.

322
323 Mr. Gagnon replied, though observation.

324
325 The Board thanked Mr. Gagnon.

326
327 VII. DISCUSSION

328
329 A. Work session for June

330
331 Ms. Mullens asked the Board if they thought that they need to hold another work session in June.

332
333 Mr. Maresco noted that he has work travel in June.

334
335 The Board agreed that they did not need another work session.

336
337 B. Senior Athletic Banquet

338 Ms. Mullens noted that she wanted to discuss the Senior Athletic Banquet.

339 She discussed that they had implemented a fundraising policy and have had a number of
340 fundraisers. She added that there are some concerns that she would like to discuss.

341 She began by discussing that generally every co-curricular has a banquet for the seniors. She
342 added that it is not inclusive and that crew is not included.

343 Ms. Betty Shankel added that they are raising the money under the Senior Athletic Banquet, and
344 the money is put into the Student Activity Fund.

345 Mr. Chen asked if there is any tax money that is being used for the Banquet.

346 Ms. Shankel added that the booster clubs have their own bank account with money that they
347 have raised.

348 Mr. Chen asked a question about a 501-c 3.

349 Mr. Coughlan asked if anyone knows the history of the Banquet.

350 Mr. Chen discussed that it is an inherited tradition from Milford HS. He added that he has
351 attended one in the past.

352 Ms. Mullens added that each sport does their own banquet.

353 Discussion ensued about raising funds.

354 Mr. Grondstra remarked that if they are going to meet with Mr. Miller, then they can ask him
355 some questions.

356 Ms. Mullens noted that the Banquet picks one male and one female out of many students. She
357 added that Mr. Dick Miller, the Athletic Director, has said that he does not run the Banquet.

358 Ms. Mullens added that it is the senior parents that organize the Banquet.

359 Mr. Purvis added that if they are going to stop having the Banquet then they would like to know
360 why.

361 Discussion ensued over the Banquet.

362 VIII. ACTION ITEMS

363

364 A. Baseball Field trip

365

366 Mr. Pete Gagnon then discussed the Baseball Field trip that has gone to Bradenton, FL.

367

368 He added that it would be \$ 710 per student and they would miss three days of classes. He noted
369 that they provided last year's itinerary as a guide.

370

371 Mr. Pete Maresco asked what changed in the logic for juniors and seniors to miss three class
372 days.

373

374 Mr. Gagnon replied that the last time this was presented to the Board they had discussed the
375 educational value. He added that the change of logic is something that they are still
376 contemplating.

377

378 Mr. Coughlan added that last year when the Board voted on the Baseball Trip it was not a
379 unanimous vote.

380

381 Mr. Chen remarked that last year, the students missed less days and that the trip was more over
382 the weekend.

383

384 He then questioned is there a reason why it can't be done over April break.

385

386 Ms. Mullens remarked that she approved it last year due to the shortened amount time missed.

387

388 Mr. Gagnon replied, if you look at the itinerary you can see it is a lot of baseball playing but yet
389 a lot of information the students will be getting.

390

391 He reminded the Board that the current itinerary it is not set in stone right now.

392
393 Mr. Chen commented that the trip it is now three days missed class and last year it was two days
394 missed class.

395
396 Mr. Gagnon replied that, this is unique for this team.

397
398 Mr. Coughlan remarked that he views the trip as inequitable for other teams.

399
400 Discussion ensued over baseball being the only sport for a trip missing school.

401
402 Mr. Purvis asked if the work is excused.

403
404 Mr. Pete Gagnon, replied, no, the work is never excused.

405
406 Mr. Purvis asked if teachers have any input if students can or cannot attend.

407
408 Mr. Gagnon replied that a teacher can't say a student cannot go, even if they are failing. He
409 added that there is mandatory communication between student and faculty.

410
411 Ms. Mullens reminded the Board that it was a teacher that brought that proposal to Community
412 Council.

413
414 Liz Purvis then reviewed the Community Council proposal and noted that it was amended. She
415 added that it is now used as a communication bridge.

416
417 Mr. Chen commented that he is opposed to the students missing three days and possibly more in
418 future field trips.

419
420 Mr. Brown noted that last year they missed three days.

421
422 Ms. Mullens suggested that for the August Board Meeting that Mr. Gagnon can bring back last
423 year's itinerary and shorten this year's trip.

424
425 Mr. Purvis added that he is more concerned with the instructors not being able to have a say if
426 students can go or not, given their performance.

427
428 Ms. Mullens responded that they have already passed that proposal with Community Council,
429 and they would have to go back to them.

430
431 Mr. Maresco asked if the Baseball Team could look in to seeing the Fisher Cats located in
432 Manchester, NH instead of going to Florida.

433
434 Mr. Coughlan then discussed some of the past history of the baseball proposed field trips.

435

436 Ms. Mullens asked the Board if they were ok if Mr. Gagnon came back with a shortened trip and
437 some revisions.

438
439 The Board agreed, yes.

440
441 Superintendent Warburton remarked that if they can have the field trip over the weekend that
442 would be great.

443
444 B. Personnel recommendation
445

446 Principal Scully then discussed the previous need for the .5 position last year and noted that they
447 did not need it. He noted that they have put a plan together to investigate what they really need.

448 He then discussed that next year they would like to revitalize the music program and add an
449 additional .3 position for a music teacher.

450 He added that the .3 position would be for a choir group and that Carl's Benevides teaching load
451 will then be more manageable.

452 Mr. Chen asked Principal Scully how they decided on the curriculum.

453 Mr. Purvis asked how acapella would be as an accredited class.

454 Mr. Scully replied that acapella and hand bells had always been a co-curricular.

455 He then emphasized that they wanted to regrow the music department.

456 Mr. Chen then asked where the funds for the .3 position would be coming from.

457 Mr. Scully replied they would be using budget savings.

458 Mr. Chen asked what the amount is that they would be returning to the Town.

459 Ms. Shankel replied approx. 390,000\$ and it is better than that.

460 Mr. Chen asked better than the 390K.

461 Ms. Shankel replied, yes, and they would use the technology and textbook pre-buy and give back
462 more than what was originally told.

463 Mr. Maresco asked if there are other things that are missing in the curriculum, such as personal
464 finance, that students would benefit from.

465 Ms. Mullens noted that at the last meeting they had previously discussed this topic.

466 Mr. Scully added that they are offering what they think students need.

467 **Mr. Coughlan made a Motion to approve pre-buying technology and textbook items up to**
468 **the amount of 23,000k to support the hiring of a .3 Music Teacher. Mr. Peter Maresco**
469 **seconded the Motion. The vote was unanimous, Motion passed.**

470 Ms. Shankel noted that they will buy it in June instead of July.

471 Ms. Mullens thanked Principal Scully for rebuilding the Music program.

472 He replied that they are excited about it and it will serve not just that class but much more.

473 He finalized his discussion by thanking the Board.

474 C. Dedication of Stadium Field

475

476 Mr. Chen noted that they had a committee meeting and would like to secure, June 13th 2016, at
477 9:00 am for a ground breaking ceremony for the Stadium Field.

478

479 He added that they have asked Quirk/Shaw and they will bring a camera, helmets and anything
480 else they will need.

481

482 He then discussed the people that will be in attendance.

483

484 Ms. Betty Shankel added that Board Members are more than welcome to attend.

485

486 Mr. Chen then discussed the date of Sept 9th 2016 for a Field Dedication Ceremony, it would
487 happen between the boys' soccer game and first home football game, around 6pm.

488

489 He added that he needed Board approval to remove admissions because it would be a lot of
490 people. He remarked that all the sports teams, Pop Warner, lacrosse, all the youth programs
491 would be there and it would be a large undertaking.

492

493 He added that it would be an important dedication day.

494

495 He added that there would be the SHS Band playing band and a banner to run through.

496

497 He added that there are some things that need to be finalized and the meeting was scheduled out
498 of sequence.

499

500 D. Outside Cameras

501

502 Ms. Mullens noted that Community Council had approved installation of 5 outside cameras, and
503 they wanted updated cost information.

504

505 Ms. Betty Shankel noted that the pricing has gone up a bit since last year, it is 2K per camera.

506

507 Mr. Maresco asked a question about the 5 cameras.

508

509 Ms. Shankel added that there was not a Motion to go forward with this.

510

511 **Mr. Steve Coughlan made a Motion to authorize the installation of 5 cameras. Mr. Dwayne**
512 **Purvis seconded the Motion. The vote was unanimous, Motion passed.**

513

514 Mr. Chen then suggested that they buy a larger terabyte drive, 4 terabytes per camera or maybe
515 even 6.

516
517 He added that it would be cheaper to get it now instead of upgrading in the future.

518
519 Ms. Shankel added that it is 250\$ per terabyte.

520
521 Ms. Mullens added that the camera would be on a 30 day loop.

522
523 She then added that she likes the idea of having a buzz in system.

524
525 Mr. Brown noted that the MVVS recently used a grant to put in cameras. He then asked if that is
526 something that the SCSD do.

527
528 Ms. Shankel replied that the time frame has passed and it was a one-time grant. She added that
529 she will look into it.

530
531 Mr. Grondstra asked if there were 5 cameras being installed.

532
533 Ms. Mullens replied, yes, 5 cameras.

534
535 Superintendent Warburton noted that his son is graduating from high school on June 10th and the
536 date conflicts with the SHS graduation. He added his apologies that he will not be in attendance
537 for the SHS graduation. He commented that he will be writing a letter to the parents and
538 students congratulating them and apologizing for his absence.

539
540 Mr. Purvis suggested the Board sell off the athletic field as a fundraiser.

541
542 Ms. Mullens asked the Board if they wanted to have a fundraiser.

543
544 Mr. Coughlan added that there is a recreation activity after the graduation and there would be a
545 day and a half to make it happen before construction starts. He noted that cutting and moving it
546 would be a concern.

547
548 Ms. Mullens also added that it will take time to advertise.

549
550 Ms. Betty Shankel commented that Quirk is going to pull it up for SHS and put it in a place
551 where they can use it, they will not cut it up.

552
553 She then added that they will pull the loam and use it for the gardens.

554
555 XI. FUTURE AGENDA ITEMS AUG/SEPT

- 556
- 557 • Follow up on Baseball Trip
 - 558 • Follow up on 2017 Graduation Date
 - 559 • Hire approval for .3 Music Teacher

- 560 • Coaches Stipend recommendation
- 561 • Coaches evaluation system
- 562 • Recommendation for raising athletic fees by \$10 and raising equipment rental fees
- 563 • NEASC update

564

565 XII. ADJOURN

566

567 **Mr. Pim Grondstra made a Motion to adjourn the meeting at 8: 50 pm. Mr. Howard**
568 **Brown seconded the Motion. The vote was unanimous, Motion passed.**