

Souhegan Cooperative School Board  
Tuesday, November 10<sup>th</sup>, 2015  
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 Student Services Peter Gagnon- Dean of Students at SHS.

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

Minute Taker: Danae Marotta

Public: Mr. Dwayne Purvis, Ms. Elizabeth Purvis, Ms. Mike Akillian, Ms. Maggie McCabe and Mr. Frank Brown

I. CALL TO ORDER – Chair Mary Lou Mullens

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

II. ANNOUNCEMENTS

A. Principal's Report

Mr. Rob Scully thanked the PTSA, Paula Garvey and the Ethics Forum.

He then discussed the PACE update including the Chief Council of State School Officers (CCSSO) Visit. He discussed a group including representatives from Hewlett- Packard, Edweek and NHDOE visited SHS on Friday, November 5<sup>th</sup> 2015. He stated that they observed performance tasks and academic rigor. He added that this group is concluding a visit to NH for the purpose of observing the work being accomplished in the PACE districts. He mentioned that there will be more public recognition of this work.

He then discussed the Department Growth Plans. He stated that beginning at the Coordinator Retreat in August 2015, SHS Department Coordinators have been developing and operating within strategic plans to help foster growth in the department.

He included that the first stage in the plan takes inventory of the current status in the following areas: competencies, curriculum aligned to standards, performance tasks, and grading. He added that the second stage will include research/development of course offerings as well as identifying professional development needs to improve instruction.

Ms. Marylou Mullens asked Mr. Scully if this was a one year or two year plan.

Mr. Scully replied that it could be two year plan and things can be adjusted to fit as needed. He added that every Department has to build their own growth and where they are heading.

He then discussed Teacher leader effectiveness. He stated that the Leadership Team has begun using the STAGES software to complete the formal and informal teacher observations. He mentioned that the program allows them to use a web-based system to automate staff observations and is quite efficient. He stated that Our Thoughtful Classroom rubrics have been loaded into STAGES.

He added that the system provides an interactive dashboard that allows administrator and teacher to coordinate class visits, share and review observations and maintain a three year cycle.

Mr. Scully then discussed the Student Survey Pilot- Tripod. He stated that teachers are being trained to participate in a pilot program including student surveys in the teacher leader effectiveness process. He remarked that Ms. Christine Landwehrle has been helpful in getting that off the ground.

He then discussed that the World Language Department has been continuing their work in developing competencies and exploring instructional methods to meet student need as well as inform SHS work in redesigning the program of studies.

He mentioned that they have been researching and analyzing the competency frameworks offered by the NHDOE as well as those recommendations made by the American Council on the Teachers of Foreign Language.

He then stated that on November 12, 2015 juniors and seniors will be participating in Healthy Connections. He discussed that due to NH's drug abuse epidemic they have selected Special Agent Scott-Seely-Hacker from the Drug Enforcement Administration to inform and engage students in conversation about drug-use. Mr. Seely- Hacker will be informing the students about general drug threats, heroin/fentanyl and the prescription pill problem, federal drug laws and the dangers of drug use and abuse. He will also provide real world examples of the impact of drug involvement.

Mr. Scully added that as a note of interest, 80 colleges and universities announced plans for new application process and a new approach to preparing high school students. He added that they are creating a platform for new online portfolios for high school students, he stressed that the idea is to encourage ninth grade students to think deeper in what they are learning and accomplishing in high school.

Mr. Scully also read one of the recent alumni emails sent to SHS. The email was centered on a successful Senior Project in 09' that led to a new career opportunity.

Ms. Marylou Mullens stated that she always looks forward to hearing about senior projects.

The Board thanked Mr. Rob Scully for his report.

## B. Community Council Report

Ms. Marylou Mullens introduced Ms. Elizabeth Purvis, a junior, as the new Community Council student liaison.

Ms. Purvis discussed a proposal that was introduced by two Learning Specialists to the Community Council that asked to get rid of credit for upperclassmen for taking Academic Support. Ms. Purvis stated that the Community Council voted in support of the proposal.

Ms. Purvis also discussed the Fall Forum that was held in Portland, Maine on November 6th, 2015. She stated that it was at the National level and the Council members that did attend got some great ideas for SHS. She added that although she did not attend that it was a positive experience for students.

Ms. Mullens added her support in the positive experience.

Ms. Jeanne Ludt asked Ms. Purvis if all grades get credit for Academic Support.

Ms. Purvis replied, yes, all grades get credit for Academic Support.

Ms. Ludt then asked a question on how colleges view Academic Support.

Ms. Mullens stated that they will be discussing more about this proposal in December and that this will be on the agenda as an Action Item.

Ms. Mullens stated that Ms. Purvis will be at the Board meeting in December.

Ms. Mullens thanked Ms. Purvis.

## C. Committee Reports

Mr. Howard Brown stated that the Policy Committee met yesterday and they are in the process of streamlining the process of getting the policies to the Board. He stated that they finalized the Ethics Policy for all the Boards.

Mr. Pim Grondstra discussed the Stadium Project Committee. He discussed that at the moment they are at \$765,000 in donation funds or 83% of the way to raising the \$918,000 needed. He added that they still have more to fundraise and need at least 200 brick tiles to be sold. Mr. Grondstra also added that it would be great if alumni could purchase a brick tile.

Ms. Marylou Mullens added that if anyone wanted to purchase a brick tile that they could go to either the [Amherstfoundation.org/stadium](http://Amherstfoundation.org/stadium) or the SAU 39 website. She mentioned that they can make great gifts for coaches, teachers etc. and the Fundraising Committee has done a good job with their work.

Ms. Mullens discussed the safety concerns (detrimental effects) about the crumb rubber filling in the turf field. She added that they are aware of the concern and has been in touch with several outside experts.

### III. PUBLIC COMMENT

Ms. Maggie McCabe introduced herself to the Board and thanked them for their time.

She stated that she has information from the State of NH website. She discussed staffing numbers, cost per pupil, and student to teacher ratio.

Ms. McCabe stated that she wants the Board to see all the numbers in one place and that the Board needs to manage the enrollment decreases. She then stated that if enrollment declines then the cost per pupil goes up. She gave an example of the Town of Bow and Bedford.

She stated that there is an inverse correlation and looking at it as quality and cost.

She then discussed her second concern about the paving project and she stated that she is a proponent of warrant articles and bonding of warrant articles for infrastructure. She specified that she prefers bonding even though it costs more money. She stated that in this situation that she would like to see this as a separate case not embedded in the operating budget.

She then discussed her third concern of Unfunded Liabilities relating to compensated balances (sick-leave payout) and other post-employment benefits. She added that future taxpayers will be paying for this. She identified that the board should set up capital reserves for these Unfunded Liabilities.

She stated that she would like the Board to think about these concerns and the proposals she is suggesting.

Mr. David Chen asked Ms. McCabe a question about bonding vs. warrant articles.

Discussion ensued.

Ms. Jeanne Ludt asked Ms. Shankel if there is an Expendable Trust for an Unfunded Liability.

Ms. Shankel replied, yes, there is an expendable trust but not a great amount present.

Ms. Ludt stated that bonding is difficult to pass (60%) and that it takes about 3 years in a row to get it passed by the public.

Ms. Mullens thanked Ms. McCabe.

### IV. CONSENT AGENDA

A. Minutes

Ms. Marylou Mullens pulled the Unanticipated Revenue of \$1,000 from Destination Imagination from the Consent Agenda and stated that it should have gone to the Amherst School District not the SCSB.

She also pulled both of the D. Retirement Requests off the Consent Agenda and stated that they will be discussed during Non-Public Session because it is an exception.

Ms. Mullens also stated that she will be pulling the July 21<sup>st</sup> and the August 20<sup>th</sup> 2015 Minutes off the Consent Agenda due to legal questions.

Ms. Jeanne Ludt noted the change to Line 232, removing the second “are looking at when” and add “are” before the word “building”.

**Mr. Steve Coughlan made a motion to accept the Consent Agenda items A. Minutes from October 1<sup>st</sup> as amended. B. Treasurer’s Report and C. Unanticipated Revenue in the amount of \$800 from Svengrafik Compelling Design for Print and Web, Mr. Pim Grondstra seconded the motion, 6 Board Members were in favor, the motion passed. Mr. David Chen abstained**

## V. PRESENTATION

### A. FY17 Budget

#### 1. Draft 1 power point

Ms. Betty Shankel discussed the SCSB Budget Study Committee the goals of the FY’ 17 Budget to develop a comprehensive, data driven budget approach. She included the goals of the FY’ 17 budget are fiscal responsibility, building the student experience, implementation of the SAU 39 plan, to protect District assets, and to do more with less.

Mr. Rob Scully then discussed the Souhegan Fundamental Principles and stated the Mission Statement that SHS aspires to be a community of learners born of respect, trust and courage.

He then discussed the SHS Prevailing Interests, of building the student experience. He stated that SHS will transform into an educational system that includes competency based learning environments using performance assessments to determine student mastery of knowledge and skills.

Ms. Betty Shankel then discussed the key statistics of, Pupil Teacher Ratio, Cost per Pupil, Total Expenditures, Return of Surplus, October 1 Enrollment and Budgeted staff for FY 13’-16’. She stated that they are going in the right direction for the return of surplus.

Ms. Jeanne Ludt asked Ms. Shankel a question about projected enrollment.

Mr. David Chen asked Ms. Betty Shankel a question about enrollment for FY’ 17.

Ms. Shankel then discussed FY' 17 budget changes in personnel and stated that they are down an administrator. She also added that Mr. Rob Scully has been helpful in hiring teachers that have dual certifications.

Mr. Scully then discussed the budgeting principles of fidelity, integrity, and transparency. He made the point of how do they grow while decreasing costs. He then stated that in the area of staffing they are developing an organization chart and looking for redundancies. He then discussed that technology is a fluid area and they are moving more toward things being more value added. He then stated that in the area of maintenance they are looking at flexible scheduling and reducing overtime. He concluded that nothing is too small to examine.

Ms. Betty Shankel indicated the proposed FY' 17 Operating budget. She stated that there is a 4% decrease which is approximately \$700,000.

Mr. Rob Scully discussed supporting next generation education and getting students, college career and life ready. He cited the NHDOE Minimum Standards for School Approval as "The 2014 School Approval Standards address change that must take place from a traditional classroom-only educational system, to a transformed educational system that includes competency-based learning environments and multiple pathways to graduation, resulting in students that are truly college and career ready.

Ms. Shankel then discussed some additional budget considerations. She discussed the PPC agreement for FY' 17, in the 2nd year of a 2 year agreement, the area of facilities and needing the necessary maintenance for an aging facility, including the new stem labs, and the much needed paving. She also discussed wanting SHS to be a destination high school. In the area of employee benefits, the NH retirement remained level, but there is a 5% increase in healthcare. She stated that in the area of food service almost every high school in the State is losing money but they are happy that they are doing quite well. In the area of transportation she included that they are in the 2<sup>nd</sup> year of a 5 year contract.

She then went on to discuss the proposed FY' 17 Budget Professional staff comparisons.

She next showed the proposed FY 17' Non- certified staffing comparisons.

Ms. Shankel then discussed the year to year comparison. For FY' 16, the non-recurring warrant articles, including the Track and the Expendable Trust. And the FY' 17 amounts not included in FY'16 of the Collective Bargaining Agreement (CBA) increase voted for FY'17 and the Health Insurance increase.

She discussed the SHS facility critical issues including the new paving. She emphasized that no more patching can be done. She also added the re-design of the science and engineering classrooms to support STEM labs and the exterior masonry repair.

Mr. Rob Scully discussed the Budget Study Committee's 5% additional considerations.

Ms. Betty Shankel then discussed the paving project and that the 60% bar is tough to get passed by the public and mentioned the previous gym roof issue. She added that there are other bonding costs that they have to pay to do the bonding, legal fees, and financing costs.

She stated that there is \$150k in the proposed FY' 17 Budget for paving, storage is \$75k, \$80k for the STEM labs and \$15k for the masonry repairs.

Mr. Rob Scully discussed the summary of the proposed Budget Supports including the, implementation of the Strategic Plan, the Student Experience/ program of studies that provides various pathways to graduation, Professional Development support encouraging faculty to improve knowledge and skills, Curriculum/ assessment development to align with new standards, SAU 39 wide cohesiveness, Technology integration fostering greater access to teaching and learning opportunities, Building space configuration to support new learning models, attracting and retaining HQ employees, and critical facility needs.

Ms. Christine Janson asked Ms. Shankel and Mr. Scully about what entails with the \$80k cost for the STEM labs and \$75K storage costs.

Mr. Scully stated that in the spring the first stage of the redesign will happen.

Discussion ensued.

Mr. Steve Coughlan asked Ms. Shankel a question about the 150k for paving.

Discussion ensued about Warrant Articles.

Mr. David Chen asked Ms. Shankel a question about the 4% projection and the projected enrollment.

Ms. Betty Shankel stated that they did use the 4% projection on this Budget.

Ms. Marylou Mullens asked the Board if they are comfortable with the Paving, Storage and STEM lab redesign in the Budget.

Ms. Maggie McCabe asked Ms. Shankel if the \$600k will cover the whole Paving Project.

Ms. Shankel replied, yes, and that the cost will probably be lowered to 450k due to a reduction in petroleum product costs.

Ms. McCabe also asked Ms. Shankel what will be the useful life of the paving.

Ms. Shankel replied, 20 years. Ms. Mullens commented that 20 years might be stretching it year wise.

Discussion ensued about the useful life of the paving project.

Mr. Mike Akillian discussed trying to even out the tax rate for the taxpayers.

## 2. Warrant Articles

Ms. Betty Shankel discussed several Warrant Articles.

She stated that Article 1 relates to the election of Board Members and Article 2 relates to the Operating Budget. She then discussed that Article 3 relates to the establishment of a non-lapsing Athletics Revolving Fund in the amount of \$50k. She lastly discussed that Article 4 is in relation to the Paving Project.

Ms. Betty Shankel stated that those are the only Warrant Articles that they are considering.

Ms. Marylou Mullens added that the Warrant Articles will be reviewed next month and that changes can be made.

## 3. Comment from SAFC

Mr. Dwayne Purvis, a Co-Chair of the SAFC, introduced members of the Souhegan Advisory Finance Committee.

He stated that at this time he and the SAFC has no comments about the proposed FY' 17 Budget.

Ms. Marylou Mullens thanked the SAFC for volunteering their time and added that the Board will see them next month.

## VI. INFORMATIONAL

### A. Law regarding student rep at school board meetings

Ms. Mullens discussed that a previous student representative wanted to be a SCSD Board Member. She stated that there is a Law stating that it is possible yet they could not vote and not be a part of non-public.

She added that if the situation came up again that the Board would have to vote on it.

Ms. Jeanne Ludt asked Ms. Mullens a question relating to the election of a student Board Member.

## VII. DISCUSSION

## VIII. ACTION ITEMS

### A. Recreation lease addendum



Ms. Betty Shankel discussed the Addendum to the Lease Agreement between the Amherst School District, the Souhegan Cooperative School District and the Town of Amherst.

**Mr. David Chen made a motion to accept the Addendum to the Lease Agreement between the Amherst School District and the Souhegan Cooperative School District and the Town of Amherst.,Mr. Howard Brown seconded the motion, the vote was unanimous, motion passed.**

#### B. Policies

Ms. Jeanne Ludt discussed several changes to the Board Member Ethics Policy.

#### 2. DGA – Authorized signatures

Ms. Betty Shankel discussed that they will not be using pre-numbered checks anymore since they have their own printers. She added that she would like the Board to approve the revised DGA Policy.

Mr. Steve Coughlan stated that he has talked with the Treasurer and she had other questions. He suggested making this a first read tonight and holding off on the voting.

Ms. Mullens agreed with Mr. Coughlan’s suggestion and stated that it can be reviewed again next month.

#### C. Field trip

Ms. Marylou Mullens stated that the Board will hold off on making a decision on approving the July 2016 Spain Trip as they need more information.

### IX. DECEMBER MEETING AGENDA ITEMS

Ms. Marylou Mullens stated that they will be discussing the following topics in December: Spain 2016 field trip, DGA policy, leave totals from Mr. Rob Scully, the Community Council decision about credits for Academic Support, FY’ 17 Budget discussions and the Ethics policy.

**Mr. Howard Brown made a motion to enter into Non-Public Session RSA 91-A: 3 II (a. b. and c) at 8:45pm, Mr. David Chen seconded the motion.**

**Specific Statutory Reason** cited as foundation for the nonpublic session:

1. RSA 91-A:3, II(a). Dismissal, promotion, compensation or disciplining of any public employee, unless that employee has a right to an open meeting and requests the meeting be open;
2. RSA 91-A:3, II(b). Hiring of a public employee;

3. RSA 91-A:3, II(c). Discussion of matters that are likely to adversely affect the reputation of a person other than a member of the school board;

**Roll Call vote** to enter nonpublic session:

Mary Lou Mullens	Y
Howard Brown	Y
David Chen	Y
Steve Coughlan	Y
Christine Janson	Y
Pim Grondstra	Y
Jeanne Ludt	Y

**Entered nonpublic session** at 8:58 p.m.

Other persons present during nonpublic session: Peter Warburton and Rob Scully.

**Description of matters discussed and final decisions made:**

1. Letter from a former athletic team coach was introduced. No action was taken by the board.
2. The board reviewed a retirement request. No action was taken by the board.
3. The board was informed of a second retirement request by Rob Scully. Action was reserved for public session.
4. The board was informed by Peter Warburton that an evaluation of Principal Rob Scully was coming up.
5. The board discussion of a student trip was postponed.
6. Rob Scully reviewed the qualifications of a candidate for a part time position. Action was reserved for public session.
7. Rob Scully reviewed an organization chart of the staff. No action was taken by the board.

**Mr. Steve Coughlan made a motion to exit Non-Public Session RSA 91-A: 3 II (a. b. and c) at 10:55 pm, Ms Chris Janson seconded the motion.**

**Roll Call vote** to exit nonpublic session:

Mary Lou Mullens	Y
Howard Brown	Y
David Chen	Y
Steve Coughlan	Y
Christine Janson	Y
Pim Grondstra	Y
Jeanne Ludt	Y

**In Public Session, a motion was made by David Chen and seconded by Howard Brown to extend the offer of employment to Paula Garvey for a .5 teaching position in Family Consumer Science. This motion was unanimously approved by the Board.**

**A motion was made by Howard Brown and seconded by Jeanne Ludt to accept the retirement request by Maggie Paul. This motion was unanimously approved by the Board.**

**A motion was made by Christine Janson and seconded by Howard Brown to adjourn the School Board meeting. This motion was approved unanimously by the Board at 11:02 PM.**