

1 **SOUHEGAN COOPERATIVE SCHOOL BOARD**
2 **Thursday, December 4th, 2014**

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4
5 **PRESENT**

6
7 Souhegan Cooperative School Board: Mary Lou Mullens, Howard Brown, Peter
8 Maresco, Chris Janson, Steve Coughlan, Fran Harrow and Pim Grondstra

9
10 Administrative Team: Peter Warburton, Nicole Heimarck, Meg Beauchamp, Rob Scully,
11 Gigi Klipa, Kathy White, and Peter Gagnon

12
13 Minute Taker: Beth Penney
14

15 **CALL TO ORDER**

16 Ms. Mullens called the meeting to order at 6:09pm.

17 **ANNOUNCEMENTS**

18 Principal's Report

19 Mr. Scully congratulated all of the Fall sports teams and highlighted the boys soccer team
20 as State Champions. Dave Saxe does an amazing job with the team, they journal and
21 reflect all year. Mr. Scully would like Mr. Saxe to share this work along with his career
22 growth with the Board. The leadership team continues the informal observations. They
23 have done 166 so far this year for all classroom teachers and some support staff. They
24 are working on a time line for the formal visits to begin and are excited about the new
25 tool. They went on a site visit to Syracuse to see Thoughtful Classroom in action because
26 that school is in year three of implementation. The school is well aligned to SHS and they
27 will have a follow up visit and will stay in touch with the school. The school is also in
28 year seven of their strategic plan implementation. The two schools will be sharing
29 information to better support and implement this new program. He discussed the Fall
30 Forum and that this year was year 30.

31 Mr. Coughlan stated that the attendance at the Fall Forum was down and no SHS teacher
32 attended. Many people did not attend because the forum was in CA and next year it will
33 be in Portland, Maine. Now the Fall Forum is on a Saturday and Sunday. The Friday
34 before is for school visits. A few other school board members were there. There were
35 good conversations about best practices in schools.

36 Mr. Scully discussed the out of season sports participation. He gave the board the policy
37 that will be going in the handbook and that he will be sharing with the coaches. The
38 written policy has not been shared with the coaches but the information and specifics
39 have been. Mr. Scully read specific points of the policy to the Board. He explained why
40 certain pieces were included in the school's policy. The out of season opportunities has

41 to be submitted to the AD and principal along with all communications to parents about
42 the out of season opportunities for students.

43 Mr. Maresco asked what is the follow-up with coaches to determine if they are following
44 the policy and what happens if they are not.

45 Mr. Scully discussed trusting the professionals that are coaches. He and the AD will do
46 visits; inquire parents, and students about the out of season sports opportunities.

47 Mr. Grondstra asked if he would wait till after the direct prior season to look for feedback
48 from parents and coaches.

49 Mr. Scully stated that no they will get feedback during, but also after the out of season
50 ends.

51 Mr. Grondstra has already heard some comments about coaches adhering to this policy or
52 not.

53 Mr. Scully stated that this would be an on going conversation with coaches. He will
54 continue to be consistent and transparent. He discussed how the policy would already
55 have to be adapted because of the use of the fitness center and weight room. He will
56 bring the discussion back to the Board.

57 Ms. Mullens would encourage parents who have a problem to discuss the issues with the
58 coach and the AD.

59 Mr. Scully discussed grey areas including terminology like out of season and preseason.

60 Mr. Scully discussed co-curricular participation this fall. 334 students participated in
61 sports and 651 people in 28 clubs. 584 students participated in a club or sport this fall.

62 Mr. Scully discussed PACE. The departments are working on competencies and aligning
63 learner expectations with the Work Study skills. He discussed the work done at a faculty
64 meeting with the competencies and the cross-district work that is happening. These are
65 work groups where the teachers share best practices. He will bring some of the actual
66 work that has been done in the Spring. This work puts SHS on the national stage as a
67 model of innovation.

68 Mr. Scully discussed the math intervention program and the intervention course. Students
69 made the decision to participate and the feedback has been wonderful from the students.
70 The work that is going on in the math program is exciting and the math teachers are
71 piloting the idea that make-up work will happen in the Learning Commons and teachers
72 will be there to support students.

73 Mr. Maresco asked if this course is getting students ready for Core 1.

74 Mr. Scully stated yes, this class prepares students for Core 1.

75 Mr. Scully discussed alumni, the ethics forum, the community service day, and
76 congratulated the All State music students.

77 Community Council Report

78 Jonah Foulks stated that Community Council (CC) recently discussed a proposal about
79 the GPA and honors designation. The proposal was to use the GPA instead of the letter
80 grade for honors or high honors designation. The proposal was voted down by CC. A
81 follow-up proposal was to allow honors designation to include a B- and that was voted
82 down, also. There is a proposal editing the bylaws to give roles to the executive faculty.

83 Ms. Mullens discussed the honor role proposals. The students discussed over and over
84 that they did not want to lower the standards for students to get on honor role. She
85 encouraged anyone to attend the meetings.

86 Committee Reports

87 Ms. Janson discussed the task to get input for the town strategic plan committee for the
88 Village. She would like to meet before January with the Amherst members on the Board.
89 Maybe they could meet at the SAU meeting so the Amherst board and SHS Amherst
90 members can give input.

91 **PUBLIC COMMENT**

92 **CONSENT AGENDA**

93 Mr. Maresco pulled the October meeting minutes.

94 Mr. Maresco made no changes, but clarified Line 222. He stated at the meeting last
95 month the number of teachers looked like it did not match with the number of students,
96 but once he did the calculations the numbers did in fact match up.

97 **Mr. Coughlan made a motion to accept the Consent Agenda containing the Minutes**
98 **for October 2, 2014 and November 6, 2014, Auditor's report, Donation to Student**
99 **Activities-\$1,000 from Svengrafik-Compelling Design for Print & Web, and the**
100 **Budget transfer. Ms. Harrow seconded the motion and the vote was unanimous.**

101 **PRESENTATION/REPORTS**

102 FY16 Budget Draft 2

103 Ms. Shankel discussed small errors in the transcription of some of the numbers. She
104 discussed the premium holiday, which will be given in August and will be put in the
105 budget as a reduction for health insurance. She stated that the Board asked that the
106 storage building to be removed from the budget. She will hope to use budget saving in
107 the Spring for the storage building. The SAU received the guaranteed maximum for the
108 property insurance and that went down by \$3,000. The SAU district assessment is also
109 included but that number could change.

110 Ms. Shankel discussed the revenue estimates. The unreserved fund balance is estimated
111 at 10% but she will look at the December 31st quarterly report and may be able to adjust
112 that amount. There have not been a lot of changes in the state aide, federal aide, or the
113 local revenue. For the appropriation the estimate is 85% Amherst and 15% Mont Vernon
114 and both had increases in adequacy aide. For Amherst there is a \$0.04 tax rate increase
115 and in Mont Vernon there will be a reduction of \$0.04 on the tax rate.

116 Mr. Coughlan asked about the special revenue funds and IDEA.

117 Ms. Shankel stated that this is a grant for special education and is different than
118 catastrophic aide.

119 Ms. Shankel discussed the warrant articles: Article 1 – Board Member re-election;
120 Article 2 – budget; Article 3 - PPC negotiations for professional and support staff at SHS;
121 Article 4 – Track replacement – \$110,000 from taxes and \$110 from the Building and
122 Grounds fund; Article 5 - Undesignated Fund Balance. The tax impact for the track will
123 be \$0.06 in Amherst 0.06 and \$0.07 in Mont Vernon.

124 Ms. Mullens discussed the Board and Advisory Finance Committee’s visit to the track.

125 Mr. Coughlan asked about the wording of Article 2 and if it should be pass or not pass
126 instead of pass/ fail.

127 Ms. Shankel stated that those changes would be ok. The language is new as of last year.

128 Michael White wondered what the projected number of students is for FY16.

129 Ms. Shankel stated that the projection is 815 students. This year the enrollment is 842
130 students and 839 were projected.

131 David Chen asked about the default budget and the Premium Holiday.

132 Ms. Shankel stated that the premium holiday would not be part of the default budget
133 because they already know that they will have it. The default is the amount that is a
134 contractual amount.

135 Mr. Chen asked how it is determined how much money is given back to the taxpayers.

136 Ms. Shankel stated that this money would not come back till next year. The district is
137 actually budgeting a lower number for health care costs. If they were not anticipating the
138 return then they would have budget savings. She discussed how a budget is planned, how
139 there is an 18mo. term, and how there are expenditures that are sometimes unanticipated
140 costs. In the end, there is some kind of budget savings and the amount is determined by
141 the ups and downs from what was anticipated. If they have a warrant article like the
142 \$65,000 from the undesignated fund balance then some of the savings is taken out for
143 that. The rest of the surplus the district has no choice; school districts are obligated to
144 return all of the money to the taxpayers.

145 Ms. Ludt asked about the tuition to LEA.

146 Ms. Shankel stated that this is tuition for students to go to school outside of our district.

147 Board subcommittee reports

148 Mr. Maresco discussed the Administration Sub-committee. There were not many
149 questions. The biggest question was about having a mechanism in place to recognize
150 people who are putting in more effort that required.

151 Mr. Chen stated that some positions had job responsibilities that are over the level of pay.
152 He discussed the hours worked in the contract days and saw some cases where some of
153 the pay was low for some positions.

154 Ms. Mullens stated that there is an administration framework committee who is looking
155 at those positions.

156 Mr. Maresco discussed the Curriculum sub-committee. He discussed the questions and
157 that every question was answered satisfactorily. A lot of the cost is materials, is salary
158 driven, and some special training needed for changing classes. The questions focused on
159 where there was a large dollar increase. He was satisfied with what he saw.

160 Mr. Brown discussed the Athletics sub-committee. He stated that Mr. Miller did a
161 wonderful job of decreasing the budget by \$48,000 last year. This year he had to put
162 \$17,900 back in the budget for transportation, increased pay for officials (not controlled
163 by the school), and a change to have the certain kinds of balls for all sports.

164 Mr. Grondstra discussed the Transportation and Food Service. This is the 3100's section
165 of the budget and has a \$15,000 decrease. There is one major increase of \$11,000 for
166 steamer to replace aging equipment in the kitchen. There is an overall decrease in the
167 budget. He was very satisfied with the answers to the committee's questions.

168 Ms. Ludt stated that there are labor savings because of the hourly calendar reducing the
169 number of days.

170 Ms. Shankel discussed the new steamer. The old steamer uses 120 gallons of water per
171 day. The new technology will use 9 gallons of water per day. This steamer will last
172 longer and there will be savings in water.

173 Mr. Grondstra stated that the 2700 section is for transportation. The price of the contract
174 for buses is out to bid with various companies and they will get a bid next week.

175 Ms. Shankel stated that the SAU did not take the initial bid which had a 30% increase.
176 The RFP was redone and bids will come in next Thursday. She hopes to have more than
177 one bid. They try not to discuss questions with just one vendor, they have a pre-meet, and
178 will answer and email all questions to all possible vendors.

179 Ms. Mullens discussed the buildings and grounds sub-committee. Most of the questions

180 were about the number of people. There will be savings from the replacement of the roof
181 and HVAC. It was 12% colder last winter and the district did see savings. The automatic
182 sprinkler system is in the budget. The committee discussed the track and how it will be
183 being funded. The committee discussed the Learning Commons and the efficiencies it
184 will create.

185 Mr. Chen stated that the committee asked about the break-even point for replacement of
186 the manually change sprinkler system. They wondered when the labor catches up with
187 the new system costing \$15,000. The pay off is less than a year, so this seems like a good
188 capital improvement.

189 Ms. Janson discussed the Special Education sub-committee and that there has not been a
190 lot of changes. It was hard to compare to last years budget because some of the line
191 items have been moved from special education to health line items in the budget. The
192 committee had some discussion around the philosophy and use of para-professionals and
193 one on ones. SHS is at the end of the preK-12 system and some kids have had education
194 plans since the age of 3. The district is reducing TREK program learning specialists to
195 one and will work to integrate students back to the classrooms.

196 Ms. Shankel discussed adjusting the accounts so the committee can compare the Special
197 education line items to last year. She discussed how the Department of Education asked
198 for the changes. This will give a better understanding of how much the school is
199 providing for health through the special education program.

200 Mr. Coughlan discussed the Technology sub-committee. Most of the increases were to
201 buy technology. These line items do not include the technology support staff. The
202 software license costs were added as new line item, but were taken out of the lines they
203 use to be in. The district has a technology replacement plan and the plan is very stable.
204 Last year in interest of cutting the budget they did not replace anything. This budget put
205 the replacements back in and that line item has increased by more than normal. The
206 committee had a discussion about Virtual Learning and the impact of a larger cost
207 structure in the future. This was a philosophical discussion with no budget impact this
208 year.

209 Mr. Brown asked if the district was still following a 5-year technology plan.

210 Mr. Coughlan stated yes because the state requires the district to have one. The rule of
211 thumb is to have a replacement cycle and then customized it each year. There is a
212 constant upgrade to the internal infrastructure of the network and increases in wireless
213 bandwidth, bring your own device, and online assessments.

214 Mr. Chen asked if 21st century learning has an impact on the cost of teaching.

215 Mr. Scully stated that the costs are imbedded in what the school is already doing. He
216 would have to explore this idea in more detail to see if there will be savings. There
217 maybe lots of places for savings, but the savings are not directly tied to 21st century
218 learning.

219 **INFORMATIONAL**

220 **NHSBA Resolutions for 2015**

221 Mr. Warburton stated that the delegate assembly is coming up and he wanted the Board
222 to see the resolutions.

223 Ms. Mullens thanked Mr. Coughlan for changing when the Board meetings are
224 broadcasted on TV.

225 **ACTION ITEMS**

226 **Spain field trip**

227 Ms. Mullens stated that the Board approves any trip out of New England.

228 Mr. Gagnon stated that the decision for this trip is time sensitive because it is planed for
229 the end of June and July for this coming summer. This trip is unique because of the
230 length of time and that it has course credit tied to it. This is the 12th trip to this part of
231 Spain. There is no impact on class time because it is in the summer. This is the best
232 immersion opportunities for students and has a focus on conversational Spanish including
233 classes and excursions. The cost is \$3600-\$3800 depending on the number of students.
234 He discussed students staying in host homes and how Mr. Goodwin and his family
235 organize that.

236 Mr. Maresco stated that his daughter was lucky enough to go three years ago. It was a
237 phenomenal trip, she had great experiences, and she learned a lot. The trip had great
238 organization and communication by leaders.

239 Mr. Grondstra stated that students get 1 credit for completion of the program. He asked
240 how many credits are classes worth?

241 Mr. Goodwin stated that most classes are worth 1 credit. While on this trip there is
242 writing, classes, 626 hours in Spain, and this is well above the normal amount of hours
243 for any class. This trip does not replace any Spanish classes. Students who go do better
244 when go into next class. He likes to encourage kids to continue with Spanish and most
245 do.

246 Mr. Coughlan asked of there is a minimum requirement for the student's Spanish ability.

247 Mr. Goodwin stated that the trip is tougher for students with less Spanish. There are
248 some students in Spanish 3, but most are in Spanish 4.

249 Mr. Brown asked what are the required policies for the host families to host our students.

250 Mr. Warburton stated that it is hard to ask for vetting internationally because things are
251 different in different countries. Mr. Goodwin and Mr. Warburton have had many
252 conversations over the years. The district cannot check backgrounds there like we do

253 here.

254 Mr. Goodwin stated that for several years he would travel to Spain to set up the trip. Mr.
255 Goodwin and his family have been going to the town for more than 25 years because that
256 is his wife's home. He presents in front of the high school, meet parents, and he often
257 has repeat host families. Last year his sister in law did this for Mr. Goodwin. A host
258 family allows them to take more students and host families allows for students to have
259 friends quickly, allows for more Spanish speaking opportunities, and students learn a lot
260 more when they stay with a host family.

261 Mr. Warburton, Mr. Goodwin and the Board discussed that the host families always have
262 one or more same aged children and usually host only one SHS student. The host family
263 is required to provide the SHS student with their own bed, but they often have their own
264 room. They discussed the German exchange students that come here and our students go
265 to Germany. The Board discussed how they feel more comfortable because Mr.
266 Goodwin has been going to the town for 25+ years. This is a family trip, because Mr.
267 Goodwin takes his own kids. They discussed some of the activities and the celebration on
268 the last day.

269 Ms. Mullens stated that her daughter has also gone on this trip and stayed in a host
270 family. She is still in contact with the family. She had the most wonderful experience.
271 The kids meet with Steve and Bernie 4 days a week and there is an adult with the kids at
272 all the times. She discussed how much Spanish speaking they had to do, the host
273 families' children, and how they more easily made friends because of the host families.

274 Mr. Goodwin discussed other student's experiences with the Spanish students and the
275 host families and how wonderful the host families are.

276 **Mr. Brown made a motion to approve the trip to Spain. Ms. Harrow seconded the**
277 **motion and the vote was unanimous.**

278 Professional nomination

279 Will happen in non-public.

280 Retirement requests

281 **Mr. Coughlan made motion to accept the resignation of Mr. Hodgeman and Mr.**
282 **Wallace. Mr. Brown seconded the motion.**

283 Mr. Coughlan stated that these two resignations would be a great loss to the school.

284 **The vote was unanimous.**

285 Policies

286 EGA-School District Internet Access for Students

287 JKAA-Use of Physical Restraint, Seclusion, and Intentional Physical Contact

288 GCBA-Professional Staff Salary Schedules

289 Mr. Warburton stated that this is a first read and two of the policies were presented at the
290 SAU board meeting.

291 The Board discussed waiting for a vote for the second reading. No discussion will be on
292 agenda for second reading.

293 Mr. Maresco asked about the vague wording on the restraint wording to indicate when
294 acceptable and when it is not acceptable.

295 Mr. Warburton asked Mr. Maresco to send new wording so he can look at it with Ms.
296 Beauchamp.

297 Mr. Brown discussed the wording and how it allows for flexibility because everything
298 changes in time.

299 Mr. Maresco discussed the phrase “using your own judgment”.

300 Mr. Brown stated that some people are trained.

301 Mr. Maresco stated that he worries about how to handle a situation if the person is not
302 trained.

303 Mr. Warburton discussed emailing questions to Mr. Warburton and Ms. Beauchamp.

304 Mr. Coughlan discussed policy GCBA and that the changes are to fix two problems. A
305 faculty member could not begin career growth till they have been at SHS for 3 years.
306 The paragraph that said that was left out when doing the revision some time ago. The
307 wording was actually could start career growth when on continuing contract, which the
308 state now says is 5 years. They put the language back in and career growth starts at 3
309 years. Mr. Coughlan was supposed to bring this in October. He does not want to prevent
310 teachers from starting career growth.

311 Ms. Harrow stated that this is not a policy that impacts any other district, just SHS.

312 Mr. Grondstra asked about the references to previous years in the policy.

313 Mr. Coughlan stated that this policy gets amended with each negotiation.

314 Mr. Scully stated that there are a few teachers who are in a holding pattern waiting to
315 hear what is going to happen with this policy.

316 Mr. Maresco asked why teachers have to wait till their third year to start career growth

317 Mr. Coughlan stated that this is because career growth increases a person's salary and
318 they want it to be for people who are going to stay.

319 Mr. Scully stated that the protocol to start a Career Growth has increased also.

320 **Ms. Harrow made a motion to approve policy GCBA. Mr. Grondstra seconded the**
321 **motion and the vote was unanimous.**

322 **Mr. Coughlan made motion to go into NON-PUBLIC SESSION – RSA 91-A: 3 II.**
323 **(a) (b) (c) at 8:07pm. Ms. Harrow seconded the motion and the roll call was all yes.**

324 **PRESENT:**
325

326 **SCSC Board Members:** Mary Lou Mullens, Howard Brown, Fran Harrow, Christine
327 Janson, Peter Maresco, Steve Coughlan, Pim Grondstra
328

329 **Administrators: Superintendent** Peter Warburton, **Principal** Rob Scully, and
330 **Dean of Students** Peter Gagnon, **Business Director** Betty Shankel
331

332 **Non-Public Session**
333

334 Entered the non-public session from public session at **8:07 pm.**
335

336 The Board discussed a student issue.
337

338 The Board discussed PPC Negotiations.
339

340 Rob Scully discussed a candidate for the .5 open position for reading specialist.
341

342 **09:15 pm. Rob and Betty** departed.
343

344 The Board discussed Administration Salary Increases.
345

346 **MOTION TO EXIT NON PUBLIC SESSION:**
347

348 At 9:51 pm **Fran Harrow** made a motion to exit non-public session. Motion
349 seconded by **Pim Grondstra**. Unanimously accepted by roll call vote: Harrow: yes,
350 Janson: yes, Mullens: yes, Brown: yes, Maresco: yes.
351

352 **Steve Coughlan** made a motion to ratify the contract. **Fran Harrow** seconded the
353 motion and was unanimously accepted.
354

355 **Fran Harrow** made a motion to accept Linda Johnson. **Pim Grondstra** seconded the
356 motion and was unanimously accepted.

357

358 **Discussion: Hockey Fee Cap**

359

360 Discussions on the feasibility of having a portion of the hockey fee apply towards the
361 athletic cap. Pim and Peter will go back to the Athletic Director and have a more in-
362 depth discussion.

363 **MOTION TO ADJOURN:**

364

365 At 10:00 pm **Pim Grondstra** made a motion to adjourn the meeting. **Peter**

366 **Maresco** seconded the motion and was unanimously accepted.

367