

Souhegan Cooperative School Board
Thursday, December 03, 2015
Meeting Minutes

Attendees:

Administrative Team: Peter Warburton – Superintendent, Betty Shankel – Business Administrator, Meg Beauchamp - Director of Student Services, Rob Scully- Principal SHS, Peter Gagnon- Dean of Students at SHS, Kathy White- Dean of Faculty at SHS, Jim Miner- Director of Buildings and Grounds, Addie Hutchinson- Moderator of the Souhegan Cooperative School District, Karen Chininis- Guidance Director, Dick Miller- Director of Athletics.

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

Souhegan Advisory Finance Committee- Dwayne Purvis, Jane King, Ken D’Ambrosio, Christine Janson, Sue Birchard, Elizabeth Kuzsma, Ian Cororan

Minute Taker: Danae Marotta

SHS Community Council- Liz Purvis and other Community Council Members

I. CALL TO ORDER – Chair Mary Lou Mullens

Ms. Marylou Mullens called the meeting to order at 6: 07 pm

II. ANNOUNCEMENTS

Ms. Marylou Mullens welcomed the public and discussed that this is the last Souhegan meeting of 2015. She noted that Public Comment is limited due to time restraints.

A. Principal’s Report

Mr. Rob Scully discussed that the Principal’s Report began with thank yous and updates. He noted that he would like to make time for our special guests. He also gave a Thank you to Student Services for the work they do on helping with the college application process.

He discussed that the PACE update is included with pictures and he would like to show two things, continue to validate that work that we are doing here in SAU 39 and to bring the context of what is happening nationally in education at the State and local level. He noted that he believes that the levels are all coming together in the best interest of the students. He added that the group that had visited recently were at the White House and discussed their work at Souhegan.

37 Mr. Scully then discussed that the Ethics Forum students have presented recently, at Keene State
38 to Keene State Administrators about HYPE and they are now on board. He noted that the Keene
39 Student Body President is a SHS Alum. He added that they also presented at Granite State
40 College and the guest speaker there was a SHS Alum as well.

41 He discussed that the work of our students is the theme tonight.

42 He discussed that last time there was a link to the Leave Totals but that was not working properly
43 and gave the Board a hard copy of that information. He reviewed that the purpose of this is to
44 track absences, for bereavement, off-site, external PD/ in-district PD, personal days and sick
45 days. He discussed that any of the days that they can control the need for substitutes they have
46 been doing some work on. He noted that they are counting all time missed and adding them up.
47 He discussed that there are certain areas that increased such as Professional Development, and
48 added that sickness is a variable. He mentioned that in anything they have control over that they
49 are trying to minimize the impact on missed time.

50 Ms. Mullens asked the Board if they had any questions for Mr. Scully.

51 Mr. Brown asked Mr. Scully what the Custom category meant.

52 Ms. Shankel defined the category Custom for the Board.

53 Ms. Mullens asked Mr. Scully what is the date for Hosting Young Philosopher Enthusiasts at
54 UNH.

55 Mr. Scully replied, March 17th 2016.

56 Ms. Mullens thanked Mr. Rob Scully for his report.

57 B. Community Council Report

58 • Recommendation on Academic Support Credit

59 Liz Purvis the Community Council Liaison discussed a proposal to get rid of credit for juniors
60 and seniors for Academic Support and stated that it was recommended to the Board. She
61 discussed that it was brought to Council by two of the Academic Support staff and was passed in
62 the Council about a month ago.

63 In addition she discussed that Community Council got rid of a \$500 scholarship for students due
64 to inadequate funding and they have working with the PTSA. She discussed that the Members of
65 Community Council would like to offer a scholarship, however, right now they don't have the
66 means to sustain it.

67 Ms. Mullens asked the Board for their thoughts on the proposal and stated that Ms. Meg
68 Beauchamp will speak to that decision.

69 Ms. Meg Beauchamp informed the Board and the Public that she, Mr. Rob Scully, Special
70 Education staff and the Administrators at SHS they have been closely examining the Academic
71 Support Models since last spring and they have had rich discussions.

72 She noted that there are pros and cons to the way the Academic Support Model had been run in
73 the past and there are some changes that need to be made, and they all agreed that some changes
74 needed to be made. She discussed that they would like to implement a more manageable change
75 to that Model and focus on the freshman class and then go upward to the sophomore, junior and
76 then senior class. She mentioned that she is not in support of making a statement that it should
77 not be a credit bearing course for juniors and seniors. She added that are many students who take
78 that course and really need it as a part of the Special Education Supports they receive and they
79 have to have it year long. And by making a statement that it wouldn't be credit bearing it would
80 box juniors and seniors out of a needed credit opportunity. She added that she would like
81 students to have patience with the changes to the Model.

82 She they are optimistic and that the improvements will be beneficial to the students and staff.

83 Mr. Chen asked Ms. Beauchamp if there are models at other schools.

84 Mr. Chen asked if Academic Support takes that place of other things in the curriculum.

85 Discussion ensued.

86 Liz Purvis stated that there are some students here to talk about their experience at the recent Fall
87 Forum.

88 Ms. Ludt discussed that she would like to table the motion for more information on the proposal.
89 She added that it should be better reviewed.

90 Mr. Steve Coughlan remarked that he would like to table the motion as well.

91 Mr. Chen asked a question about context.

92 Mr. Howard Brown asked where they came up with the amount of two credits.

93 Discussion ensued

94 **Ms. Jeanne Ludt made a motion to table the proposal about Academic Support Credit, Mr.**
95 **Steve Coughlan seconded the motion, the vote was unanimous, motion passed.**

96 Students addressed the Board and discussed the great experiences at the Fall Forum. They then
97 discussed doing a SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis on
98 Souhegan High School.

99 The students thanked the Board.

100 Ms. Marylou Mullens thanked the students for attending the Fall Forum

101 Discussion ensued.

102 Ms. Jeanne Ludt asked the students if there was anything they have learned from other schools
103 that they would like to implement at SHS.

104 The students discussed working towards implementing other STEM initiatives, for example
105 adding Computer Programming to the curriculum.

106 Ms. Mullens stated that it was a great experience at the Fall Forum.

107 The students discussed it being a great opportunity and it should continue for the future.

108 C. Committee Reports

109 Mr. Howard Brown discussed that the Policy Committee met on Monday and they have three
110 policies to bring to the SAU Board for the first reading.

111 Mr. David Chen then discussed the Stadium Project and that as of last week at \$151,000 shy of
112 the needed amount. He mentioned that they are selling bricks tiles and are still on track. He
113 added that he wished that they had greater publicity. Mr. Chen discussed that they have are
114 roughly 30 days left to go and the other donors are willing to extend their donation if needed.
115 They are getting close they will know more on the 10th,

116 Mr. Brown asked how many bricks are sold.

117 Mr. Chen replied, 71 bricks.

118 Ms. Mullens added that up to 200 bricks can be sold.

119 Ms. Mullens noted for the public that you can visit the website Amherstfoundation.org/stadium
120 or you can go to the SAU website. He noted that they are getting down to the wire with time, and
121 have until the end of the year. She mentioned that the bricks make great gifts.

122 III. PUBLIC COMMENT

123 No Public Comment

124 IV. CONSENT AGENDA

125 Ms. Mullens pulled the Minutes from July, 21st and August 20th 2015.

126 **Ms. Jeanne Ludt made a Motion to accept the Consent Agenda A. 1 Minutes from July,**
127 **21st and 2. August 20th, 2015, as amended, Mr. Steve Coughlan seconded the motion, 5 in**
128 **favor, Motion passed, Mr. Howard Brown abstained.**

129 **Mr. Steve Coughlan made a motion to accept the Consent Agenda A. 3. Minutes from**
130 **November 2nd, and 4. November 10th 2015, B. Treasurer's Report, C. Auditors Report, and**
131 **D. Unanticipated Student Activities Revenue in the amount of \$250.00 from Bedford Big**
132 **Band and \$1, 000 from Saint Anslem for Ethics Forum Hype, Mr. David Chen seconded**
133 **the motion, the vote was unanimous, motion passed.**

134 V. PRESENTATION

135 A. FY'17 Budget

136 Mr. Jim Miner discussed the Masonry- Brick Damage in the Music and Café Wings.

137 He then showed the damage in the brick work in the corners 4 on the music side and the Café'
138 Wings and they will end up removing these sections and re bricking them. He noted that they fill
139 up with water in the winter and crack a little more. He added that they are in danger of falling
140 down.

141 He then reviewed and discussed the expansion joints and that the recommendation from the
142 engineering study that the joints are inadequate due to size, He noted that without the proper size
143 and spacing of expansion joint there will be damage.

144 Ms. Ludt asked a question about cost.

145 He then discussed the storage buildings and discussed that they have 5 or 6 storage facilities at
146 various locations around SHS. He mentioned that they hold various items such as batting cages,
147 football gear, riding bikes etc. He added that they are insecure, falling apart and things are
148 stolen, such as bikes. He discussed that they have proposed a 40 x 80 foot building with a
149 cement slab it would be a total steel structure divided into 7 sections. He added that each section
150 would be used by a specific curriculum, football, track and field, stage and theater, wellness and
151 athletics, baseball and softball, engineering and grounds equipment. He added that there are
152 separate entry ways.

153 Mr. Howard Brown asked a question about size.

154 Mr. Miner noted that the engineering group is always looking for a place to build their projects
155 and are quite often at the baseball field. He mentioned that is the purpose in that proposal.

156 Ms. Ludt discussed that the need for storage goes back 10 years and it has been put off for years
157 and years. She discussed that she has a concern for a location of the unit.

- 158 Mr. Miner discussed that if the storage was placed by the annex and it might disturb the
159 Community Gardens.
- 160 Ms. Ludt stated maybe we can discuss location.
- 161 Discussion ensued about location of the Storage Unit.
- 162 Mr. David Chen discussed the possibility of having two smaller buildings and it being more user
163 friendly.
- 164 Mr. Jim Miner replied, yes, that would be more user friendly. He noted that depending on which
165 group they asked they each might have a different opinion about the location.
- 166 Ms. Mullens remarked that building two structures would add more cost and we are not looking
167 to add more cost to the Budget.
- 168 Ms. Betty Shankel stated that there has been theft and that the exact amount is hard to track
169 down. She discussed that she believes it is approximately \$5k loss on bikes and it is an issue.
- 170 Discussion ensued about location and space.
- 171 Mr. Miner replied that there is not enough space for everyone behind the gym.
- 172 Ms. Mullens asked the Board if there were any other questions about the Storage Building.
- 173 Mr. Miner discussed the Paving Project and the recommendation of the engineering study of
174 paving, over a 4 year period, at a cost of \$1.2 million 1. Annex parking lot, 2. Rear entry
175 roadway/front roadway, and 3. Main drive bus loop.
- 176 He then discussed the Annex parking overview and showed the patch marks and getting it done
177 as soon as possible.
- 178 Ms. Mullens asked if money be saved by doing two things at once.
- 179 Mr. Miner replied, yes, by tying it in it is easier and saves money. He additionally noted that the
180 price of oil is low and asphalt is a lot less expensive than what it was a year ago.
- 181 Mr. Howard Brown remarked that there are approximately 130 spots on that lot and asked a
182 question if the size of the lot can be reduced.
- 183 Mr. Miner replied that it is full most of the time during the school day. Ms. Betty Shankel added
184 that usage is an indicator, and Mr. Steve Coughlan noted that on many days every year it is full.
- 185 Mr. David Chen asked a question about the parking strip.

186 The Board thanked Mr. Jim Miner for his report.

187 1. FY'17 Budget Draft 2

188 Ms. Betty Shankel discussed the changes in the FY' 17 Budget from Draft 1 to Draft 2.

189 She detailed several reclassifications, no change to the bottom line Budget.

190 She stated that the student workers were not included in the Draft 1 and they are included in
191 Draft 2.

192 She discussed that the STEM labs are not in the Budget for this year and due to the expansion of
193 scope they are putting off the design until they get that part done.

194 She discussed reclassifying paving and secure storage facility, no change to the Budget.

195 Ms. Shankel then discussed putting a request for having a Deputy Treasurer, and the associated
196 reasons.

197 She then discussed the reclassification of the software, no change in the FY' 17 Budget total.

198 Ms. Mullens asked a question about the need for the Deputy Treasurer.

199 Ms. Shankel then discussed that the Equipment Maintenance had been calculated incorrectly.

200 Ms. Mullens asked the Board if they had any questions for Ms. Shankel on the FY'17 Budget
201 changes.

202 Ms. Ludt discussed that she would like to note that the overall change is about a \$9, 543.00k
203 addition.

204 Ms. Shankel discussed that they do their best to keep the costs down but it does happen
205 unfortunately.

206 Ms. Shankel noted that for the FY'17 Budget Total of all Funds they are now at a 3.98%
207 decrease

208 Ms. Shankel then discussed the FY' 15 DRA and FY' 16 DRA and the FY' 17 estimate.

209 She discussed that there is just over \$700,000 in decreases from last year's total Budget. She then
210 discussed that they are going to start with an Unreserved Fund balance of \$200,000 and at that
211 time they only look at the salaries and benefits, since they just started the school year. She stated
212 that she is optimistic that the amount of \$200,000 will be greater.

- 213 She then discussed the Local Revenue and that there will be an increase in that. She noted that
214 Food service is the biggest change in this line. She added that the Food Service is an offsetting
215 amount.
- 216 She then discussed the Amherst and Mont Vernon Share.
- 217 Mr. Steve Coughlan asked if it reflects the new rental income from the fields.
- 218 Ms. Shankel replied that it will go into the Revolving Fund and won't make any difference at all
219 in the bottom line.
- 220 Mr. Chen asked a question about the actual savings in FY' 15.
- 221 Ms. Shankel then discussed the NH State Law of what is left over at Year End for a School
222 District goes back to the Town to offset the following Year's taxes.
- 223 Ms. Shankel discussed that the Warrant Articles are up to date and that she put in the numbers
224 they currently have.
- 225 Ms. Jeanne Ludt asked Ms. Betty Shankel a question about Article #2.
- 226 Mr. Chen asked a question about the roughly \$650,000.
- 227 Ms. Shankel discussed that once year end is done it is given back to the taxpayers.
- 228 Discussion ensued.
- 229 Ms. Mullens asked the Board if they have any questions for Ms. Shankel.
- 230 Mr. Steve Coughlan asked if they wanted to move the Paving into a separate Warrant Article.
- 231 Ms. Shankel discussed that they do not have to decide that today but can discuss.
- 232 The Board thanked Ms. Shankel for her report.
- 233 2. Board subcommittee reports
- 234 Ms. Mullens discussed that each of the Board Members met with the Souhegan Advisory
235 Finance Committee.
- 236 Ms. Mullens discussed that she had the Administrative part of the Budget.
- 237 Ms. Mullens discussed that they basically had a lot of the same questions on the Administrative
238 part of the FY'17 Budget and that they requested and explanation on the increase of the Budget
239 despite the reduction of a Full-time employee. She then noted that the reduction of the Full-time

- 240 employee was under the Special Education part of the Budget and that is why they did not see a
241 decrease.
- 242 She discussed the Replacement Equipment, and that it was really for the Athletic Department.
- 243 She discussed asking questions about the telephone subsidy, and that the 9 employees did use
244 them on nights and weekends, and during travel. She noted that the increase in costs were due to
245 land line costs.
- 246 She discussed the overall cost of health insurance which was a 5% increase for SAU 39.
- 247 Mr. Brown discussed the Food and Transportation part of the Budget and that the Food part of it
248 is down almost 10% down for mainly expenditures.
- 249 He added that they are at a set price for fuel costs for Transportation and that it is in the Contract.
250 He noted that if they go below that set price that they receive a credit and that amount is
251 \$35,380.00, divided among the three Districts.
- 252 The discussion ensued about Food Service costs.
- 253 Ms. Shankel discussed that most of the recipes within Food Service are made from scratch.
- 254 Discussion ensued about Food Service.
- 255 Mr. Steve Coughlan discussed the Budget portion of Technology and that it is about \$280,000
256 total across all lines.
- 257 He discussed the slow roll of technology replacement, particularly the PC's all around the
258 building. He discussed instead of buying replacement PC's to buy Zero Clients that are half the
259 price of a PC. He noted that the PC's are on a 7 year replacement cycle and not all of them can
260 be replaced with a Zero Client.
- 261 He then discussed projectors, and are replacing the ones on a cart with in-room projectors. He
262 noted that there are 10 LCD's (projectors) in this Budget.
- 263 He added that the Solidworks™ license is now free, which is good news.
- 264 Ms. Shankel noted that it was a change in the vendor policy.
- 265 Mr. Howard Brown asked a question about projectors.
- 266 Mr. Steve Coughlan noted that they are budgeted for \$1,600 each.
- 267 Ms. Mullens asked a question if we have a technology plan over 3-5 years, and do they meet
268 regularly to discuss.

269 Ms. Shankel replied, yes, she discussed that she believes it is a three year plan and they are
270 required to have it.

271 Mr. Chen discussed that he had the topic of Special Education in the FY' 17 Budget.

272 He discussed that we are supposed to have zero based budgeting and in this category it is hard to
273 do. He stated that he discussed this concern with Ms. Meg Beauchamp and would like to do it
274 differently.

275 Ms. Shankel discussed the unit of service for each student and how they determine how much
276 they will need for the year. She noted that they do that for every type of service.

277 Mr. David Chen discussed that he is hoping to see a spreadsheet for services.

278 Ms. Meg Beauchamp discussed how she utilizes the State database for IEP's, and how she
279 knows the number of units for every child for each service. She discussed that she uses zero
280 based budgeting and that it is a long process.

281 Mr. Chen remarked that spreadsheets can aid with having a running list from year to year.

282 Ms. Mullens discussed that we have to be careful for privacy reasons if we used a spreadsheet.

283 Discussion ensued about Special Education.

284 Ms. Ludt asked a question about who was in the Special Education Committee.

285 Ms. Elizabeth Kuzsma discussed the Special Education Report.

286 She discussed that there are two types of students IEP Students and the 504 plan Students. She
287 discussed that the 504 Plan students do not need detailed assistance but rather, more
288 modifications or specifications in their education.

289 Discussion ensued.

290 The Board thanked Ms. Kuzsma.

291 Ms. Christine Janson noted that she is on the Building and Grounds section of the Committee.
292 She discussed that since we are in the first year for the Engineering and Science Labs, she would
293 like to see a plan for the long term.

294 Mr. Scully discussed that they are meeting with the architect tomorrow and have a very
295 deliberate plan. He discussed a cluster lab type of environment.

296 Ms. Janson remarked that this Learning Commons space was renovated with extra funds and
297 would like to see some sort of overall plan for the facilities.

- 298 Ms. Lisa Eastland discussed the Athletics line items in the FY' 17 Draft 2 Budget with Mr. Dick
299 Miller.
- 300 She discussed a few things that needed replacing such as football helmets, and pads. She noted
301 that if the turf field were to be installed then it would need specific flags and she would like that
302 to be removed from the Budget.
- 303 Ms. Eastland noted that big safety nets will be needed with the new turf field for safety reasons.
- 304 Discussion ensued over the percentage of students that should be enrolled in an extra-curricular
305 activity.
- 306 Ms. Ludt asked a question about stipends.
- 307 Mr. Howard Brown asked a question about who sets the amount for the \$448 stipend.
- 308 Mr. David Chen discussed the turf field specifications.
- 309 Ms. Lisa Eastland discussed that the Athletics budget amounts will change for Budget Draft 3.
- 310 Ms. Mullens asked the Board if they have any other questions for Mr. Miller or Ms. Eastland.
- 311 The Board thanked Mr. Miller and Ms. Eastland.
- 312 Ms. Ludt discussed the report on the Curriculum section of the Budget.
- 313 Ms. Ludt had questions regarding testing about the use of the SAT and discussed that it is a new
314 and improved version aligned with Common Core standards.
- 315 Mr. Dwayne Purvis discussed his concerns with the SAT.
- 316 Ms. Ludt discussed the Program of Studies and that it has to do with the courses offered. She
317 discussed possibly offering computer programming.
- 318 Mr. Dwayne Purvis discussed that he had concerns not just with the course but the time it is
319 offered. He stated that he is looking for transparency.
- 320 Ms. Jeanne Ludt also discussed that textbooks need to be replaced from damage.
- 321 She stated that everything was explained satisfactorily.
- 322 She noted that there are a lot of online research subscriptions.
- 323 Discussion ensued.

- 324 Mr. David Chen asked a question about scheduling for 8th graders. He additionally asked what
325 the cutoffs are for not running a class.
- 326 Ms. Mullens asked if there are any other questions for Ms. Jeanne Ludt or Mr. Dwayne Purvis.
- 327 The Board thanked Ms. Ludt and Mr. Purvis and everyone for all their time.
- 328 Mr. Purvis discussed if the Paving Project was a Warrant Article and if it was voted down by the
329 taxpayers. He suggested that it goes into the FY' 17 Budget and remarked that it is already there.
- 330 Mr. David Chen stated that would prefer to see it as a Warrant Article and discussed his reasons.
331 He then asked if the Warrant Article fails and if there is money left over in the Budget why can
332 they not use it.
- 333 Ms. Betty Shankel discussed that it is NH Law to return the funds.
- 334 Mr. Steve Coughlan stated there are pros and cons for having it in the Budget but the pros
335 outweigh the cons.
- 336 Mr. Chen stated that he would prefer the Paving Project to not be in the FY' 17 Budget and
337 reduce the Budget costs for the Amherst taxpayer. He remarked that it should be a consideration.
- 338 Discussion ensued.
- 339 Mr. Purvis discussed that the Paving needs to be done regardless.
- 340 Ms. Ludt discussed that the Paving needs to be done.
- 341 Ms. Mullens asked if there were any other comments from the Members of the Souhegan
342 Advisory Finance Committee.
- 343 Mr. Purvis discussed that it has been a great year and they will review Draft 3 when it is
344 available.
- 345 VI. INFORMATIONAL
- 346 VII. DISCUSSION
- 347 A. Courtney Banghart Visit-
- 348 Mr. David Chen discussed that he spoke with Courtney Banghart, a graduate of SHS, and asked
349 her if she would come to SHS and talk a bit to the students. He added that she is happy and proud
350 of being a graduate of SHS.

351 He mentioned that they need to set a date and time for a visit. He added that it would be a great
352 opportunity for students and staff to attend.

353 Ms. Mullens thanked Mr. Chen for contacting Ms. Banghart.

354 VIII. ACTION ITEMS

355 A. Policies

356 1. BCA School Board Member Ethics

357 Ms. Mullens discussed that this is the first reading of this Policy and they will bring it back next
358 month for further discussion.

359 2. DGA – Authorized signatures

360 Ms. Mullens noted that Ms. Betty Shankel had discussed at the last Board Meeting that checks
361 will not be prenumbered due to the purchase of the new micro printers.

362 **Mr. Steve Coughlan made a motion to adopt the revised DGA Policy on 12 3 15, Ms.**
363 **Christine Janson seconded the motion, the vote was unanimous, motion passed**

364 B. Field trip

365 Ms. Mullens discussed the liability about field trips and remarked that other schools, universities
366 are doing different things based on their comfort level.

367 Ms. Jeanne Ludt asked a question about what is the liability level.

368 Ms. Mullens discussed the parent waiver.

369 Mr. Chen discussed his concerns about liability for field trips.

370 Discussion ensued about travel with recent tragic World events.

371 Discussion ensued about liability.

372 Mr. Howard Brown discussed that parents should teach their children about safety.

373 Ms. Mullens discussed that it is her personal opinion if she does not feel comfortable sending her
374 own child on a certain field trip then she would not want to send a group of students there.

375 Discussion ensued about U.S Government worldwide travel warnings.

376 Ms. Mullens remarked that they will talk with the attorney about liability.

377 **Mr. Howard Brown made a motion to enter in to Non-Public Session- RSA 91-A: 3 II a, b**
 378 **and c at 11:00 pm. Mr. Steve Coughlan seconded the motion, the vote was unanimous,**
 379 **motion passed.**

380 To discuss the following: Field Trip Chaperones and Administrative Raises.

381 Ms. Mullens called a Roll Call, Mullens- Yes, Ludt-Yes, Janson-Yes, Brown-Yes, Chen-Yes and
 382 Coughlan-Yes.

383

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

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

388 2. RSA 91-A:3, II(b). Hiring of a public employee;

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

391 **Entered nonpublic session** at 10:56 p.m.

392 Other persons present during nonpublic session: Peter Warburton, Rob Scully and Steve Goodwin
 393 Description of matters discussed and final decisions made:

- 394 1. Discussion ensued on the proposed Spain trip for the summer of 2016
- 395 2. Discussion ensued on proposed salary increases for the Souhegan Administration

396

397 **A motion was made to exit Non-Public by Howard Brown and seconded by Steve Coughlan.**

398

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

400

401 Mary Lou Mullens	Y
402 Howard Brown	Y
403 David Chen	Y
404 Steve Coughlan	Y
405 Christine Janson	Y
406 Pim Grondstra	N/A
407 Jeanne Ludt	Y

408

409 At 11:45 PM, the board resumed public session.

410

411 Steve Coughlan moved and Howard Brown seconded that the Superintendent manage the
 412 Administrative salary budget to a 1.75% pool increase. The board voted unanimously in favor.

413

414 Steve Coughlan moved and Jeanne Ludt seconded that the board authorize Spanish teacher Steve
 415 Goodwin be authorized to explore student interest in the Spain summer of 2016 trip with no

416 commitments to conduct the trip until the next board meeting. The board voted unanimously in
417 favor.

418

419 **Steve Coughlan moved and Howard Brown seconded the motion to adjourn. The motion**
420 **passed unanimously at 12:03 AM, December 5, 2015.**