

Souhegan Cooperative School Board
Wednesday, January 06, 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 Student Services, Peter Gagnon- Dean of Students at SHS, Kathy White- Dean of Faculty at SHS, Karen Chininis- Guidance Director, Jim Miner- Director of Buildings and Grounds.

Souhegan School Board- Chair- Mary Lou Mullens, Vice Chair- Howard Brown, Secretary- David Chen, Jeanne Ludt, Christine Janson, Steve Coughlan, Pim Grondstra (arrived at 6:28)

Financial Advisory Committee: Dwayne Purvis, Lisa Eastland, Ken D’Ambrosio, Suzanne Birchard, Jane King, Beth Kuzsma, and Ian Corcoran

Minute Taker: Danae Marotta

Public: Liz Purvis- Community Council Member

I. CALL TO ORDER – Chair Mary Lou Mullens

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

Ms. Marylou Mullens welcomed the public to the Board meeting and noted Happy New Year.

II. ANNOUNCEMENTS

A. Principal’s Report

Mr. Rob Scully welcomed the public and mentioned that he is happy to be back. He remarked that his Principal’s Report is brief with the shortened December.

He discussed several upcoming events such as the Community Council meeting on the 4th, as well as the community and family climbing in the gym.

He thanked the PTSA for their presentation Understanding the Teenage Brain and for doing great work and added that they are becoming a vibrant part of the Community. He then thanked Mr. Carl Benevides and Ms. Kim Whitehead for their work with the Holiday Concert. He added that it was a great show.

He gave an update on the redesigned SAT. And mentioned that Leadership Representatives attended a workshop called Redesigned SAT Suite of Assessments Overview. He noted that the workshop concentrated on reasons for the SAT redesign, College Board systems test overview as

47 well as additional information. He remarked that it is a big shift that came quickly and added
 48 that there are links for the Public to view that are listed in his Report.

49
 50 He then discussed that the redesigned SAT replaced the Smarter Balanced Assessment. He noted
 51 that the SAT is more in line with standards. NH is one of the few states that are paying for the
 52 students to take it. He noted that students took the redesigned PSAT in the fall.

53
 54 Mr. Scully then discussed the Teacher Leader Effectiveness. He noted that teachers began
 55 administering the student Tripod Survey in December. He added that Ms. Christine Landwehrle
 56 is facilitating the pilot.

57
 58 Mr. David Chen asked a question about how the Teacher Leader Effectiveness will be used, how
 59 will the teacher use the data, among other things. He added that he liked the 360 Review.

60
 61 Ms. Christine Landwehrle then discussed the Tripod Survey pilot. She mentioned that there are
 62 28 teachers across the SAU that are involved. She noted that they have attended a workshop for
 63 information. She mentioned that it is not intended to be a pre or posttest but added information
 64 from students.

65
 66 Mr. Chen asked if the student survey is intended to be a Performance Review.

67
 68 Ms. Landwehrle replied that it can be both, but right now they are looking for it as Professional
 69 Development.

70
 71 Ms. Landwehrle added they are using it K-12 and the younger students are in small groups and
 72 being helped out.

73
 74 Mr. Scully then congratulated the following students on their selection to the NH All-State
 75 Festival: Ms. Naomi Cohen, Ms. Katie Giannakopoulos and Ms. Emily Loose.

76
 77 Ms. Chris Janson gave a positive comment on the hamburgers and the cheeseburgers that will be
 78 made from locally-raised grass fed beef.

79
 80 Mr. Warburton mentioned that Mr. Scully had previously discussed the PACE initiative and
 81 wanted to note for the Public that SHS is at tier one, AMS is at tier two and the elementary
 82 school is at tier one. He added that he is quite pleased about that.

83
 84 Ms. Mullens asked the Board if they have any other comments or suggestions.

85
 86 B. Community Council Report

87
 88 □□ Academic Support for Credit proposal

89
 90 Liz Purvis discussed that the last meeting for Community Council was on Monday and they have
 91 been discussing a proposal about creating a Division Three. She noted that this will create an
 92 alternative activities group. It would to move activities to more of a sub group of council, and to

93 have active involvement from students, staff and other faculty members. She noted that they
94 would like to make it open to all students. She added that they have been discussing it for three
95 or four weeks and that it was voted on Monday and passed.

96
97 Ms. Ludt noted her concerns over the structure of the new group.

98
99 Liz Purvis discussed having a small amount, one or two members, from each grade to be a part
100 of Division Three.

101
102 Ms. Mullens asked the Board if they had any other questions.

103
104 She then thanked Liz Purvis for her proposal.

105
106 Ms. Mullens noted that the proposal and the Minutes for the Academic Support is in the Agenda
107 Packet

108
109 Ms. Ludt wanted to ask a clarifying question about Saber Support, Learning Commons and
110 Academic Support.

111
112 Mr. Rob Scully defined Academic Support as the current term for the current model, the
113 Learning Commons is the location and Saber Support is the new term for the model that they are
114 piloting for the 9th grade.

115
116 Mr. Chen asked if Academic Support is graded and how is it handled.

117
118 He then asked a question about the pros and cons, and noted that he is concerned about the
119 equity that it is in the proposal.

120
121 Ms. Mullens discussed the concept of equity.

122
123 Discussion ensued.

124
125 Ms. Meg Beauchamp discussed Academic Support.

126
127 Mr. Chen asked a question about students that have an IEP or a 504 and are in Academic
128 Support, are they given projects to do.

129
130 Ms. Beauchamp discussed that those students would be doing things that are individualized to
131 their needs. She added that it is different for different kids. She added that the hope is to do a
132 year at a time and implement changes. She also mentioned that she would like the time to
133 continue to work on it from freshman to the upper grades.

134
135 Mr. David Chen asked will it have an effect on the number of teachers required and would it
136 affect the Budget.

137
138 Mr. Steve Coughlan noted that Saber Support will roll out over the next three years.

139
140 Ms. Ludt asked a question about credits.
141
142 Discussion ensued.
143
144 Ms. Ludt asked a question about what would be the best approach for this proposal.
145
146 Ms. Meg Beauchamp remarked that the Board has the right to approve the proposal from
147 Community Council, however, she would like the Board to wait on a decision with greater data.
148 She suggested piloting it with the freshmen and rolling it out from there.
149
150 Discussion ensued.
151
152 Ms. Mullens noted that Community Council, through no fault of their own, did not have the full
153 picture on the piloting model. She then suggested that Ms. Beauchamp and Mr. Scully go speak
154 to Community Council and give them the broader perspective on the issue.
155
156 Ms. Meg Beauchamp remarked that she would be happy to go speak to Community Council.
157
158 Ms. Mullens asked the Board if they had any other questions or comments.
159
160 Ms. Ludt added that Community Council deserves the respect of the information from Ms.
161 Beauchamp.
162
163 **Mr. David Chen made a Motion to refer the Academic Support Proposal to Ms. Meg**
164 **Beauchamp, Director of Student Services, to make her recommendations, including a**
165 **discussion with Community Council. Mr. Steve Coughlan seconded the Motion, the vote**
166 **was unanimous, and Motion passed**
167
168 C. Committee Reports
169
170 Mr. David Chen discussed the Stadium Field Project.
171
172 He discussed that they had asked the major donor if he would extend time, till the end of
173 January, and he agreed.
174
175 Mr. Chen then added that the total amount they have raised is \$767,000 including the major
176 donor's \$500,000. He noted that the low bid fit within the number for \$765,000. He hopes to
177 raise more and noted that the Committee will meet tomorrow at 7:30am. He remarked that the
178 next bid was \$882,000 and that might be a challenging amount to raise. He mentioned that they
179 might be able to get another 10-20k, but they are at the point to evaluate proposals.
180
181 Ms. Mullens noted that Mr. Jim Miner could add more information.
182
183 Discussion ensued.
184

185 Mr. Jim Miner discussed the bid procedure.

186

187 He discussed that a Public Notice request for “letters of interest” in the proposed project was
188 submitted on 11/20 for posting in the local papers on 11/22 and 11/26/15. He added that Public
189 Notice was also posted on the SAU 39 website. Emails with the request for “letters of interest”
190 were sent to 22 potential vendors on 11/20/15. Five “letters of interest” were then received by
191 12/4 /15.

192

193 He then added that “Bid Request” #2015-002 for Synthetic Turf installation were mailed on
194 12/11/15 to the five responding vendors requesting design/build proposals. He added that 5
195 proposals were received by end day 12/31/15.

196

197 He then discussed the 5 different Cost Proposals.

198

199 He noted that yesterday (1/5/16) a Committee met to review all of the proposals and present two
200 as the best candidates. He added that factors that were considered in elimination of proposals
201 included high bid cost, incomplete proposal information, demonstrated site visit interest and New
202 England build experience.

203

204 He then recommended that the following vendors, ProGrass LLC and Quirk Construction be
205 asked to provide presentations to the SCCB covering their proposals and answer questions.

206

207 He added that the contractor will be working with the Turf supplier. He recommended that
208 ProGrass LLC and Quirk Construction come and give a presentation to the Board.

209

210 He noted that some vendors that never showed up and then some that had more interest and
211 understanding. He added that they will be able to answer more technical questions.

212

213 Ms. Ludt asked if any the companies have done something close by.

214

215 Mr. Jim Miner discussed that he will have to look at the list. He noted that there is some in
216 Massachusetts and probably Connecticut.

217

218 Mr. Rob Scully noted that the criteria for contractors was work done in the North East so that
219 they understood the climate.

220

221 Ms. Mullens asked if there is room for negotiation in the cost.

222

223 Mr. Miner remarked that there are no guarantees but that there might be some items that they can
224 remove for costs.

225

226 Mr. Chen asked a question about curbing and drainage.

227

228 Mr. Miner noted that what the contractor puts in will have to fit with the curbing and drainage
229 that is already there.

230

231 Mr. Chen remarked that they will be meeting with the Fundraising Committee tomorrow.

232

233 Mr. Chen noted that he only asked the donor for a 30 day extension.

234

235 Discussion ensued.

236

237 Mr. Pim Grondstra noted that the netting will be an added cost because it was out the Budget.

238

239 Ms. Ludt asked a question about the maintenance equipment.

240

241 Discussion ensued about a sweeper/groomer.

242

243 Ms. Ludt asked where the original goal price of \$900,000 came from.

244

245 Mr. Jim Miner discussed that it was from various sources and that he would have to check his
246 notes.

247

248 Ms. Mullens asked Mr. Miner if he could set up a meeting with the vendors.

249

250 Mr. Miner replied, yes.

251

252 She also asked Mr. Chen if he could ask the donor if they could wait till February, 4th 2016 for
253 the next Board Meeting.

254

255 Mr. Chen added that he will ask the donor.

256

257 **Mr. David Chen made a Motion that the Fundraising Committee meet with the vendors**
258 **Pro Grass and Quirk and make a recommendation back to the Board on the Turf Field**
259 **selection, Mr. Pim Grondstra seconded, the vote was unanimous, and Motion passed.**

260

261 Ms. Jeanne Ludt noted that she would like the Board Members get invited to the Meeting.

262

263 Mr. Warburton asked Mr. Chen if he would update them on the date and time of that meeting so
264 it can be posted.

265

266 III. PUBLIC COMMENT

267

268 No Public Comment

269

270 IV. CONSENT AGENDA

271

272 A. Minutes

273 1. December 3, 2015

274 B. Treasurer's report

275 1. November 2015

276 C. Unanticipated Student Activities Revenue

277 1. \$500.00 - Amherst Lions for First Robotics

278 D. Budget transfers

279 E. Retirement request

280

281 Ms. Mullens mentioned that she wants to pull the E. Retirement Request from the Consent
282 Agenda because they will discuss that in Non-Public Session.

283

284 Ms. Christine Janson wanted to pull the Minutes, from the Consent Agenda. She noted the
285 following change on line 411 to add the word "Administrative" before the word "salary".

286

287 **Mr. Steve Coughlan made a Motion to accept the Consent Agenda A. Minutes from**
288 **December 3rd, 2015, B. Treasurer's Report from November 2015, and C. Unanticipated**
289 **Student Activities Revenue in the amount of \$500.00- Amherst Lions for First Robotics and**
290 **D. Budget Transfers, as amended. Mr. Howard Brown seconded the Motion, 6 in favor,**
291 **Motion passed, and Mr. Pim Grondstra abstained.**

292

293 V. PRESENTATION

294

295 A. FY'16 2nd Quarter report

296

297 Ms. Betty Shankel discussed the FY' 16 2nd Quarter Report.

298

299 She noted that for the second quarter they have projected expenditures by under \$240,000. She
300 discussed savings in legal services, and in natural gas and electricity. She added that the
301 Catastrophic Aid is a little high by approximately \$30,000.

302

303 B. FY17 Budget Draft 3

304

305 Ms. Shankel discussed that there is a 1.75% salary pool for Administration and some life insurance
306 that was missed in earlier drafts.

307

308 She discussed that there is a reduction in athletic equipment (reduction of storage, Lacrosse Goals,
309 and Soccer Flags), and a Professional Development error with a reduction of \$500.

310

311 She then discussed the RFP for auditors.

312

313 Ms. Shankel added that there are very few changes and they are 3.95% percent under for the
314 Budget.

315

316 She discussed that there is a .8 cent reduction for Total School Tax for the Town of Amherst and
317 a .20 cent reduction for Total School Tax for the Town of Mont Vernon.

318

319 Ms. Shankel noted that the Default Budget is \$17,154,658.

320 She added that she has good news on Article 3 relating to the Recreation Revolving Fund. And
321 noted that any revenues from the rental can go into it.

322

323 Mr. Howard Brown asked a question about the timing of the usage of funds.

324

325 Ms. Shankel gave an example of the way the funds cannot be used.

326

327 Ms. Ludt asked Ms. Shankel if she was allowed to underline anything.

328

329 Ms. Shankel, replied that she will find out.

330

331 Ms. Mullens noted that they will try to make it as clear as possible that there is no tax impact.

332

333 Mr. David Chen made a comment that he is concerned with the wording on Article #3.

334

335 Mr. Pim Grondstra made a comment about wording.

336

337 Discussion ensued.

338

339 Ms. Betty Shankel then discussed the final Warrant Article. She noted that it was relating to
340 putting \$65,000 from the Undesignated Fund Balance into the Expendable Trust Fund.

341

342 Ms. Ludt asked a question about where the funds will come from for the additional Security.

343

344 Ms. Mullens discussed that there was an article in today's paper in regards to the Budget by a
345 specific group in town the Working for Great Schools group. She noted that it is the second time
346 that they have had inaccurate numbers.

347

348 Ms. Betty Shankel discussed that she has been happy to give the Group all the information that
349 they needed.

350

351 She noted that did use incorrect information in the Paper and they did projections based on the
352 Budget. She mentioned that they did not ask her for that information. She added that they could
353 have known the right information if they had asked.

354

355 Ms. Mullens noted that Ms. Shankel has given a lot of her time including tax payers' money.

356

357 Mr. Chen asked a question about the Cost per Pupil.

358

359 Ms. Jeanne Ludt asked a couple of questions on the Budget.

360

361 Ms. Shankel discussed that they are looking at a break even and have been very close the last
362 number of years.

363

364 Ms. Ludt asked a question about the large storage and location.

365 Ms. Rob Scully discussed the different location choices.

366
367 Mr. Chen asked if the cost of the Paving Project is still \$200,000.
368
369 Ms. Shankel replied, the Paving Project is \$150,000.
370
371 Ms. Betty Shankel discussed the costs of the paving.
372
373 Mr. Chen noted that he would prefer to see it as a Warrant Article and give the taxpayer a choice.
374
375 Ms. Shankel noted that if it is a Default Budget then a lot of things will come out, technology,ect.
376
377 Discussion ensued.
378
379 Ms. Shankel discussed what would happen if it was in a separate Warrant Article.
380
381 Mr. Chen asked a question about the planning assumption for the number of students per teacher.
382
383 Mr. David Chen asked a question about the ADM. He then discussed that with the Cost per Pupil
384 number that it is making a commitment to the 10% Coalition Premium. He noted that it is a
385 statement of long term direction.
386
387 Ms. Mullens discussed that it is in the Budget Manual.
388
389 Discussion ensued.
390
391 Mr. Howard Brown made a comment on the planning number.
392
393 Mr. Chen discussed the Coalition schools.
394
395 Ms. Mullens discussed that the Administration and the Board are doing all the right things. She
396 then remarked that they are working in the meantime on reducing the Cost per Pupil.
397
398 Ms. Mullens discussed the Budget Manual and mentioned that they discussed it Monday night.
399
400 **Mr. David Chen made a Motion that the Board commit to meeting the 10% Principle**
401 **within 5 years starting this year, Mr. Howard Brown seconded. Mr. David Chen in favor, 6**
402 **opposed, Motion did not pass.**
403
404 **Mr. Steve Coughlan made a Motion to use the coalition Cost per Pupil Principle #9 as one**
405 **of the Guiding Principles for the Souhegan Budget Development Process, Mr. David Chen**
406 **seconded, 6 in favor, Ms. Mullens opposed. Motion passed.**
407
408 **Ms. Mullens noted that she believes that all Ten Principles should be included.**
409
410 Ms. Betty Shankel then discussed the Budget Manual.
411

412 Discussion ensued about the Budget Manual.

413

414 Mr. Steve Coughlan discussed that including this in the Budget Manual is a good idea and that
415 10% Principle drives the Budget. He added that the Board is supportive of this goal and that he
416 still wants to get there.

417

418 Ms. Ludt noted that it is a difficult position that Mr. Chen has put us in and that they all support
419 an idea for an efficient Budget.

420

421 **Mr. David Chen made a Motion to direct the Administration to direct and implement a**
422 **more aggressive programming study of courses to commence in FY'17 Mr. Pim Grondstra**
423 **seconded the Motion, Mr. David Chen in favor, 6 opposed, Motion did not pass.**

424

425 Mr. Rob Scully discussed that it is his belief that the Administration is aggressive with
426 implementing the STEM programs.

427

428 Mr. Steve Coughlan discussed that he can understand both Mr. Rob Scully and Mr. David
429 Chen's comments. He then discussed the different solutions.

430

431 Discussion ensued.

432

433 Mr. Dwayne Purvis discussed the findings of the Financial Advisory Committee.

434

435 He thanked the Board for their time.

436

437 He discussed that the FAC unanimously supports the Budget as presented in Draft 3. He added
438 that they appreciate the transparency of the Souhegan officials who met with Committee
439 Members and the opportunity to have both comparative and zero-based discussions about
440 individual line items within the Budget. He noted that they applaud the Administration for
441 reducing the overall costs of educating Souhegan Students by 3.95% in this Budget while
442 maintaining the high quality of education which is recognized on both the State and Federal level
443 as an example for other Districts to follow.

444

445 He added that it was a pleasure working with all of the Administration and the Board on this
446 Committee.

447

448 **Mr. Steve Coughlan made a Motion to bring the current FY'17 Budget to the Public**
449 **Hearing on January, 13th 2016. Ms. Jeanne Ludt seconded the Motion. 6 in favor, Motion**
450 **passed. Mr. David Chen abstained.**

451

452 VII. DISCUSSION

453

454 A. Security at SHS

455 Mr. Jim Miner began his report on Access Security at SHS.

456 Ms. Jeanne Ludt commented that she would like this discussion to be taken place in Non-Public
457 Session.

458
459 Mr. Warburton noted that he does not have a citation under 91 A to go into Non-Public Session.
460

461 Mr. Chen also agreed that it should be discussed in Non-Public Session.
462

463 Mr. Howard Brown noted that the security issues can be viewed just by watching the Building
464 across the parking lot.
465

466 Mr. Jim Miner discussed Access Security and the present door locking routine. He then
467 discussed the possible additions.
468

469 He then discussed the total amount needed.
470

471 He then discussed his concern with locking the two Annex entryways and the Cafeteria
472 entryway/bank of doors during the day. He noted that if they were to lock those doors that
473 students would have no way to gain entry.
474

475 Discussion ensued.
476

477 Mr. Coughlan asked a question about the location of the 3M™ Window Film.
478

479 Ms. Betty Shankel asked Mr. Jim Miner if he recalled how much the AMS Window Film costs
480 were.
481

482 Mr. Miner replied, \$8,000.
483

484 Mr. Warburton mentioned that you can look at other schools in the SAU that have the 3M™
485 Window Film.
486

487 Ms. Shankel noted that the AMS doorways were done with the Film.
488

489 Ms. Mullens noted her concern with the large amount of glass that would need to be covered.
490

491 Mr. Scully discussed that SHS is not a building but a Campus, and that there is a context that has
492 to be considered.
493

494 Ms. Ludt noted that we need to be prepared for anything and the Administration can only do so
495 much.
496

497 Mr. Rob Scully added that District wide there are ongoing discussions about Incident Command.
498 He also noted that he can give the Board quarterly updates.
499

500 VIII. ACTION ITEMS

501 A. Policies:

502 1. AA - School District Legal Status

503 2. AC – Non - Discrimination

504 3. ACA – Sexual Harassment and Sexual Violence

505 4. BCA - School Board Member Ethics

506

507 Ms. Mullens noted that these policies are first readings and they will see them again in February.

508

509 She then noted that they could vote on the BCA Policy tonight.

510

511 Mr. Chen then he stated that he has a general question.

512

513 Mr. Warburton then discussed that the Policy Committee is going through all the policies and
514 updating as many as they can.

515

516 Mr. Brown remarked that it looks unsightly to have dated policies.

517

518 Mr. Warburton noted that it goes to the SAU Board first and then goes to each individual board.

519

520 Discussion ensued.

521

522 **Mr. David Chen made a Motion to approve the BCA Policy, Mr. Howard Brown seconded**
523 **the Motion, the vote was unanimous, and Motion passed.**

524

525 B. Field trips

526

527 Ms. Mullens noted that they had a lot of discussion last month about the Spain field trip

528

529 Mr. Warburton discussed that the Board is not liable. He noted that he wants to make sure the
530 chaperones are trained well.

531

532 Ms. Mullens noted that there have been staff members that have been in limbo with trips outside
533 New England.

534

535 Mr. Rob Scully discussed that there are a few trips out of the Country.

536

537 Mr. Pete Gagnon discussed Trip Leaders.

538

539 Mr. Scully discussed that they are using tour companies that have plans in place.

540

541 Ms. Janson discussed an example of a field trip without using a Tour Company.

542

543 Discussion ensued.

544

545 Mr. Warburton discussed that they will be talking to their Attorney about this situation.

546

547 Ms. Mullens we do need to vote on travel going forward with travel outside of NH.

548 **Mr. David Chen made a Motion to approve the trips that have already been planned and**
549 **approved outside of New England and to let the Chaperone know that the new protocol will**

550 **be in place. Mr. Steve Coughlan seconded the Motion, the vote was unanimous, and Motion**
 551 **passed.**

552
 553 Mr. Pete Gagnon discussed that they are focused on this year's trips.

554
 555 IX. FEBRUARY MEETING AGENDA ITEMS

556 Ms. Mullens noted that the following are listed to be on the February agenda: Incident command,
 557 Policy, update on field trip protocol, update on Academic Support, Security Recommendation,
 558 and Polices: AA, AC, and ACA.

559 X. NON-PUBLIC SESSION – RSA 91-A: 3 II. (a) (b) (c) (d) (e) (f) (g) (h) (i)

560
 561 **Mr. Pim Grondstra made a Motion to enter into Non-Public Session – RSA 91-A: 3 II**
 562 **(a), (b) and (c) at 10:15pm. Mr. Howard Brown seconded the Motion, the vote was**
 563 **unanimous, and Motion passed.**

564
 565 Ms. Mullens called a roll call: Mullens-yes, Grondstra-yes, Janson-yes, Ludt-yes, Brown-yes,
 566 Coughlan-yes and Chen-yes.

567
 568 **Specific Statutory Reason** cited as foundation for the nonpublic session:

- 569
 570 1. **Yes** RSA 91-A:3, II(a). Dismissal, promotion, compensation or disciplining of any
 571 public employee, unless that employee has a right to an open meeting and requests the
 572 meeting be open;
 573
 574 2. **Yes** RSA 91-A:3, II(b). Hiring of a public employee;
 575
 576 3. **Yes** RSA 91-A:3, II(c). Discussion of matters that are likely to adversely affect the
 577 reputation of a person other than a member of the school board;
 578
 579 4. RSA 91-A:3, II(d). Consideration of the acquisition, sale or lease of real or personal
 580 property;
 581
 582 5. RSA 91-A:3, II(e). Consideration or negotiation of pending legal claims or
 583 litigation; or
 584
 585 6. RSA 91-A:3, II(f). Consideration of matters relating to the preparation and carrying out
 586 of emergency functions.
 587

588 **Entered nonpublic session** at 10:12 p.m.

589
 590 Other persons present during nonpublic session: Peter Warburton, Rob Scully, and Peter
 591 Gagnon for only the first topic –Field Trip

592
 593 Description of matters discussed and final decisions made: The Board had a discussion of the
 594 concerns about the field trips. Included in the discussion was the overseas trip to Spain.

595 The Board discussed a retirement request by a specific employee. This was a personnel issue
596 related to retirement compensation.
597

598 **Motion was made by Howard Brown and seconded by Jeanne Ludt to exit non-public session.**
599 **The vote was unanimous and non-public was exited at 10:42 p.m.**

600
601 **Public session reconvened** at 10:43 p.m.

602
603 **These minutes recorded by:** David Chen
604

605 **Howard Brown moved and Jeanne Ludt seconded a motion to regretfully accept the**
606 **resignations of Paul Schlotman, David Richardson, Betsy Wasson, and Maggie Paul for the**
607 **school year ending 2017, and Theresa Williams for the school year ending 2016. The board**
608 **voted unanimously on this motion.**

609
610 **Steve Coughlan moved and Christine Janson seconded a motion to approve Don St. Gelais**
611 **request to bridge service from the Amherst School District to the Souhegan School District**
612 **for the purpose of computing accumulated sick leave. The board voted unanimously on this**
613 **motion.**

614
615 Peter Warburton will investigate a cross-district proposal of retaining a paraprofessional moving
616 with a specific child from the Amherst School District to the Souhegan Cooperative School
617 District.

618
619 **Pim Grondstra moved and Christine seconded a motion to adjourn. The board voted**
620 **unanimously to adjourn at 11:15 PM.**