

1 **SOUHEGAN COOPERATIVE SCHOOL BOARD**
2 **Thursday, September 4, 2014**

3
4 **PRESENT**

5
6 Souhegan Cooperative School Board: Mary Lou Mullens, Howard Brown, Peter
7 Maresco, Steve Coughlan, Chris Janson, Pim Grondstra (6:11pm), and Fran Harrow

8
9 Administrative Team: Peter Warburton, Nicole Heimarck, Meg Beauchamp, Rob Scully,
10 and Peter Gagnon

11
12 Minute Taker: Beth Penney

13
14 **CALL TO ORDER**

15
16 Ms. Mullens called the meeting to order at 6:07PM.

17
18 **ANNOUNCEMENTS**

19
20 Principals Report

21
22 Mr. Scully thanked the leadership committee, which is a group of students lead by Peter
23 Gagnon, Maggie Paul, and John Young for the freshman orientation day.

24
25 Mr. Scully stated that the 8-period day and rotating schedule has been running smoothly
26 so far. The school has modified schedules to have assemblies. Students seem to be
27 handling the new schedule well. He gave background of why the 8-period day began,
28 which was built to increase access to existing courses and new electives for all students.
29 The new electives align with the idea of 21st century learning.

30
31 Mr. Brown asked if the school got rid of the cooking classes.

32
33 Mr. Scully stated that, no, there is no longer a class in cake decorating. Introduction to
34 Nutrition has been added to the cooking classes.

35
36 Mr. Brown asked about the gas ranges that are outside of the school.

37
38 Mr. Scully stated the ranges will be moved inside till they are sold and the school moved
39 to electric ranges for safety reasons.

40
41 Ms. Harrow asked if the school at the point where classes are being taught by teachers
42 who have the expertise.

43
44 Mr. Scully stated that the move to 4.33 for a full teaching load allowed for some new
45 classes and an increase in the number of sections for other classes. The 0.33 is allowing
46 content teachers to teach those courses. Advertising and entrepreneurship classes have

47 English and Social Studies teachers teaching those courses. The school has given those
48 teachers more professional development to align with those courses.

49
50 Mr. Coughlan stated that at PPC they discussed some teachers having more than the
51 normal load because of the eight period day. How many teachers is that this year?

52
53 Mr. Scully stated that this year there is one teacher and last year there were three
54 teachers. The one this year is an area that is specialized. This year there are no classes
55 being split in half by two teachers.

56
57 Mr. Coughlan stated that the school and teachers have done a great job adapting and
58 fixing the schedule.

59
60 Mr. Scully thanked the leadership team and staff for their hard work to make these
61 adjustments.

62
63 Ms. Harrow stated that it seems the schedule is in significantly better shape than last year.

64
65 Mr. Warburton asked Mr. Scully to explain the 4.33 teaching load.

66
67 Mr. Scully explained that 100% of the teachers are teaching 4.33 and a pilot group of
68 teachers is managing the Learning Commons. Students are already showing up in the
69 Learning Commons. They are accessing the area to have small group or one-on-one
70 instruction for acceleration or remediation. He is very excited about the high interest
71 from the teachers for the success of the Learning Commons.

72
73 Community Council Report

74
75 Ms. Mullens stated that there has been no meeting yet. The week of Sept. 9th-13th
76 Community Council will be electing the freshman representatives and the staff. The first
77 night meeting is Monday, September 15th, the retreat is Friday the 26th of September, and
78 the first Monday 2:30pm meeting is Monday, September 29th.

79
80 Ms. Mullens will check the location of the Retreat and Joanne McDeed is the new
81 Faculty advisor. All of the Board's email addresses have been sent to the Community
82 Council moderator.

83
84 Committee Reports

85
86 Mike Akillian gave an update about the town strategic plan. The work began last year by
87 having 8 departments do strategic plans. In September every year those plans are being
88 updated. The departments will send the addendums to the plans in late September and
89 October. Those plans are very vertical and the Board of Selectman (BOS) wants to move
90 the planning out into the community. It has been clear that over several years that a
91 number of topics have come up about the Village including safety and pedestrian traffic,
92 the mix of utilities in the Village, how to preserve the historic nature of the Village, the

93 health of the trees in the Village, the businesses, the homes, and preservation of the
94 Village. The BOS decided to work on a strategic plan for the Village and bring people
95 together to do a multi year strategic plan for Village. This started in August. A
96 committee including all departments and members of the community has been formed to
97 help reach out to citizens and business people to ask what they would like to see be part
98 of the strategic plan. The BOS have asked for help from the National Regional Planning
99 Committee. They hope to have several drafts for the residents look at and then have a
100 final plan to the selectman in May or June. There was tons of interest from citizens to
101 serve on the committee. Since there were more people than positions on the committee
102 they may have an outreach committee made up of the extra people who want to help to
103 help get feedback from the community. The first meeting will be in September. Some
104 changes to the town website will be made and the town will do a complete redesign in the
105 future. They have added a main tab on the Amherst, NH page, which takes people to the
106 different school's webpages.

107
108 Ms. Mullens asked if the community members who have volunteered live in the Village.

109
110 Mr. Akillian stated that out of the 14 there are 4. The historic district is larger than the
111 Village and 10 live in the historic district and 2 live outside the historic district.

112
113 Ms. Mullens stated that this is great because volunteerism in the town seems to have gone
114 down.

115
116 Mr. Brown asked if there was a plan to repair the Manchester St. Bridge.

117
118 Mr. Akillian stated that the repair has taken some time because of a few laws that needed
119 to be changed in order to get some funding from the state. There are a few more
120 approvals at the state level and then the project will go out to bid. The BOS has been told
121 to go out to bid in the fall to get better prices and then start the work in the spring.

122
123 SAU Strategic Plan update

124
125 Mr. Warburton thanked all of the board members for their hard work on the strategic
126 plan. The boards have been working for a year and are now finished. The strategic plan
127 is at the outreach stage and will have something for people to look at soon. The boards
128 will take feedback from the community, parents, and students. The SAU will bring all of
129 the feedback back to the SAU board in November to finalize the plan.

130
131 Academic Excellence Committee

132 Ms. Mullens stated that Mr. Maresco asked if the committee should be rolled into the
133 strategic plan or should the committee continue to meet.

134
135 Ms. Harrow stated that the work that committee had been doing should go into the
136 strategic plan because it should be looking at PreK-12 Academic Excellence. The goals
137 would be different for the grade levels but the philosophy should be the same throughout
138 all of the grades.

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Mr. Brown stated that this discussion should be at the SAU board level because it will involve all of the districts.

Ms. Mullens stated that this is a good idea to bring forward and the SHS Board can share some of the goals they have.

Mr. Warburton stated that this is a good idea and makes sense to discuss at the SAU board level.

PUBLIC COMMENT

No public present.

CONSENT AGENDA

Ms. Mullens asked for some explanation about the Budget transfers.

Ms. Heimarck stated that the budget transfer is for the CPM training, which is the new math resource that was adopted. The textbooks came in under budget, but they needed to pay teachers for the professional development and curriculum development for 3 days of training in August.

Mr. Brown asked if there were more textbooks that needed to be paid for.

Ms. Heimarck stated that there is still money for textbooks because the Math 3 text is not published yet and the school will order it in May or June.

Mr. Coughlan asked to pull the May and August Minutes.

Mr. Coughlan made the following changes to the May 1st minutes: Line 370: Back in April we decided that for non-unanimous votes, we'd record them as "X in favor, Y opposed", rather than "all except Tom, Dick, and Harry"

Mr. Coughlan made the following changes to the August 28th minutes: Line 36: oted → voted; Line 85: Pace →PACE; Line 91: Christina →Christina Len; Line 128: "so the school can pay payroll" → so the policy is in line with practice for payroll special cases; Line 165: ingredient →recipe's ingredients; Line 166 regulations are for →regulations are motivated to improve nutrition in other

Ms. Mullens made the following changes to the August 28th minutes: Line 214: first decrease in years; first cost per pupil decrease in years; Line 215 not thank Ms. Mullens – Thanked Ms. Shankel and Ms. Collins for their hard work

183 **Ms. Harrow made a motion to accept the consent agenda containing the May and**
184 **August minutes as amended and the Budget Transfers. Mr. Brown seconded the**
185 **motion and the vote was unanimous.**
186

187 **DISCUSSION**

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189 Policy KEB

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191 Ms. Mullens stated that the Board saw the changes to the policies at the SAU board
192 meeting already.

193
194 Mr. Coughlan stated that he had missed the SAU board meeting and asked what had
195 changed.

196
197 Mr. Warburton stated that they had put two policies together and added the last paragraph
198 to clarify the policy if there were complaints about the superintendent. The editor found
199 one mistake and that has been changed sine the SAU board meeting.

200
201 Ms. Janson stated that there was very strong unanimous support for this policy at the
202 SAU board meeting.

203
204 Policy FF

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206 Ms. Mullens stated that this policy would be discussed in Non-public session.

207
208 Policy GCBA-E and Policy GCM-R

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210 Ms. Mullens stated that these are both PPC policies.

211
212 Mr. Coughlan stated that Policy GCM-R was expanded to make it clearer. The ways in
213 which overload is defined was clarified. It used to seem as if more people were
214 overloaded than there actually were. As stated earlier only 3 people were overloaded last
215 year. It defined 1.05 and 1.1 as overload and will now equal less compensation. This
216 change saves money and was proposed by the staff. People are getting paid more
217 proportionately to the work done.

218
219 Ms. Mullens stated that the fact that he staff brought this forward shows the hard working
220 ethical staff the school has.

221
222 Mr. Coughlan stated that Policy GCBA-E is a large policy and the part that discusses
223 overload has been changed to say see the table in the Policy GCM-R. This makes things
224 less complicated.

225
226 **Mr. Coughlan made a motion to adopt Policy KEB, Policy GCM-R, and Policy**
227 **GCBA-E. Ms. Harrow seconded the motion and the vote was unanimous.**
228

229 Ms. Mullens stated that the Teacher Leader Effectiveness would be on the agenda at the
230 SAU board meeting in September. So it will not be discussed tonight.

231

232 **INFORMATIONAL**

233

234 Mr. Warburton he would like to have the board look at the self-assessment process. He
235 gave the board the Teacher Leader Effectiveness framework. He would like to connect a
236 school board assessment with how the schools assess teacher effectiveness. He has done
237 a lot of research and spoken with a number of people to collect board self-assessments
238 from around the country. He will share the research with the board on Sharepoint. He
239 will bring the same information to the other boards to see if everyone is on the same
240 page. He would like to have 2-4 people to work with Carrie and Mr. Warburton to come
241 back and present to the SAU board with something that could be workable to have the
242 boards use on a yearly basis. He would anyone interested in working on this to let him
243 know. He explained what he handed out to the board. The cornerstones that are used for
244 teachers could be used for the board also.

245

246 Mr. Coughlan stated that this is the teacher part. He suggested that the administrative part
247 maybe better for the board to use as a template. The administration part differs from the
248 teacher evaluation because it has five areas in which the leader is trying to improve the
249 school.

250

251 Mr. Coughlan stated that there is already a policy that says the boards will self evaluate,
252 so why not modernize the process.

253

254 Ms. Mullens stated that the Souhegan board has already done a self-assessment last year.
255 It was not perfect but did use a form from some of the research.

256

257 The Board discussed Mr. Coughlan being a good candidate. Mr. Coughlan would like to
258 see the scope of work before volunteering.

259

260 **Policy CFB**

261

262 Ms. Mullens stated that the Board has not been doing this according to the policy. She
263 asked if the Board should start doing the evaluation according to the policy that is in
264 place.

265

266 Mr. Coughlan stated that the leadership rubric is in the process of changing. The
267 evaluations maybe able to pilot the new rubric this year. He is comfortable using the new
268 rubric for the Administrators by the end of the year.

269

270 Ms. Mullens stated that maybe there would be a policy change and so the Board should
271 wait and see the new Leadership Evaluation.

272

273 Mr. Warburton stated that the Board needs to look at the rubric and it will be in place
274 soon.

275
276 Mr. Coughlan stated that the Board should know by February if the new evaluation will
277 be ready to use this year. He would rather relax the date of the evaluations and get the
278 new rubric done to use.
279
280 Ms. Harrow stated that she agrees but would like to get the rubric and the evaluations
281 done by the end of the year.
282
283 Mr. Coughlan stated that the evaluations should happen between March and June.
284
285 Ms. Harrow stated that the goal should be before end of May to get the evaluations
286 completed.
287
288 The Board discussed the April 15th date for contract needs and if this is a law or based on
289 interpretation. They discussed having a date in the policy for the evaluations to be
290 completed when the policy is changed.
291
292 Student Population
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294 Mr. Scully stated that the school added 35 new students over the summer and the total
295 student population is 843 students.
296
297 Ms. Mullens stated that the student population increased by more than estimated and this
298 is good news.
299
300 Mr. Scully stated that the 9th grade is a bubble but the bubble is bigger than expected. He
301 will have a better understanding of where the new 35 students came from soon.
302
303 Mr. Coughlan stated that the Capital Improvement Planning committee completed work
304 this summer and they will need to present the plan to the board. Ms. Janson will present
305 the work to the board in October.
306
307 **Ms. Harrow made a motion to go into NON-PUBLIC SESSION under RSA 91-A: 3**
308 **II. (a) (b) (c) at 7:10pm. Mr. Brown seconded the motion and the roll call was all**
309 **yes.**
310
311 **SCSC Board Members:** Mary Lou Mullens, Howard Brown, Pim Grondstra, Steve
312 Coughlan, Christine Janson, Fran Harrow, Peter Maresco per telephone
313
314 **Administrators: Superintendent** Peter Warburton, **Principal** Rob Scully, and
315 **Dean of Students** Peter Gagnon
316
317 **Non-Public Session**
318
319 Entered the non-public session from public session at 7:10 pm.
320

321 Telephone contact was made with **Peter Maresco**. **Mary Lou Mullens** requested
322 why he was absent and **Peter** replied that he was in Saint Louis, for his job. **Mary**
323 **Lou** requested if anyone was in the room and if he could hear all the present board
324 members. **Peter** replied he was in his hotel room alone and he could hear the
325 present board members.

326

327 **Discussion: Student Issue**

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329 An ongoing student issue was discussed.

330

331 **Discussion: Policy FF (Dedication and Naming of Facilities)**

332

333 **Discussion: Administration Telephone Reimbursement**

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335 **Principal Scully** informed the board of the administration personnel who are
336 partially reimbursed for their monthly mobile telephone cost. The board discussed
337 the need and/or requirement for these personnel to have the need for mobile
338 telephones, for their duties.

339

340 **MOTION TO EXIT NON PUBLIC SESSION:**

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342 At 8:05 pm **Fran Harrow** made a motion to exit non-public session. Motion
343 seconded by **Pim Grondstra**. Unanimously accepted by roll call vote: Coughlan:
344 yes, Grondstra: yes, Janson: yes, Mullens: yes, Brown: yes, Harrow: yes.

345

346 **Superintendent Warburton** presented a nomination for a professional staff
347 position: **Matthew Guarente**, Wellness teacher, to replace **Lisa Kent**. **Principal**
348 **Scully** explained the interview process and stated that he was highly impressed
349 with **Matthew**.

350

351 **Fran Harrow** made a motion to hire **Matthew Guarente** as a new Wellness teacher.
352 **Pim Grondstra** seconded the motion and was unanimously accepted.

353

354 **MOTION TO ADJOURN:**

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356 At 9:34 pm **Fran Harrow** made a motion to adjourn the meeting. **Pim Grondstra**
357 seconded the motion and was unanimously accepted.

358

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