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SOUHEGAN COOPERATIVE SCHOOL BOARD

Thursday, September 5, 2013

PRESENT

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

Administrative Team: Peter Warburton, Rob Scully, Gigi Klipa, Kathy White, Peter Gagnon, Karen Chinnis, and Deb Richards

Community Council Member: Jonah Foulks

Minute Taker: Beth Penney

CALL TO ORDER

Ms. Mullens called the meeting to order at 6:15pm.

Ms. Mullens thanked the new hires that came to the Meet and Greet with the board before the meeting. She also thanked Mr. Warburton for organizing the Meet and Greet.

ANNOUNCEMENTS

Principal's Report

Ms. Mullens welcomed Mr. Scully to his new position as principal.

Mr. Scully reviewed the principal's report. There has been great enthusiasm at the start of the year from both the staff and the students. The transition to the 8 period day has been smooth and the feedback has been good. There are some small things to adjust with the schedule, including making sure students have access to getting breakfast in the morning since there is no longer a break. Mr. Scully discussed the Summer Reading and other events coming up including the Community Council meeting, the PTSA meeting and Critical Friends groups starting. 300 students are participating in fall sports. He thanked the custodial staff because the buildings look great inside and out. The crew has been proactive since school has started. Mr. Scully also thanked support staff for their extra work in the first few weeks. He discussed RTI and I39. The board will receive regular updates about I39 through out the year. SHS registered 41 new students this summer and the administration will look at where the students came from.

Mr. Warburton stated that the school did lose some students, but they have 22 more students than projected.

Mr. Scully stated that the leadership team is working to finalize the process and align

32 with the SAU for supervision and evaluation processes. He discussed the student athlete
33 survey, which was piloted last year. Mr. Miller will consult with the board to use the
34 survey more consistently. He discussed the teacher resignation, of Jackie Malloy, which
35 allowed the school to use the diverse skills of the staff and fill in the last minute
36 resignation. At the start of the year there was a great teacher in every spot. Kathy Early is
37 also leaving and the school is receiving applications.

38 Mr. Grondstra stated that he liked receiving the advance copy of the principal's report
39 and the quick communication with the community is refreshing. He likes the idea of
40 giving the parents the context when they hear things from their students. He thanked Mr.
41 Scully and the administrative team for this.

42 The board and Mr. Scully discussed getting tickets to a presentation at the Boys and Girls
43 Club. They also discussed when observations would start and Mr. Scully stated that he
44 would get the board that information soon.

45 Community Council Report

46 Jonah Foulks stated that there has been no meeting yet and he has no report for school
47 board.

48 Ms. Mullens stated that September 9th is the first Community Council (CC) meeting. She
49 reminded the board and the public that the CC was posting on the website their meeting
50 times and agendas. Last year there was also a CC blog.

51 Jonah Foulks stated that the first meeting would discuss all of the tabled topics from last
52 year including no homework over vacation.

53 Mr. Scully stated that the CC retreat will be Sept. 17th and Ms. Mullens invited the board
54 to the retreat.

55 The board discussed that freshman will be elected to CC in the next few weeks and join
56 the council before the retreat.

57 Committee Reports

58 Ms. Mullens stated that the budget committee would have a report next month.

59 Mr. Brown stated that the policy met yesterday and discussed the plan moving forward
60 for how to look at policies. They also discussed the employee signoff sheet to ensure that
61 employees have read the policies. This sign off will happen in the next few weeks.

62 Mr. Warburton stated that the policies are available electronically, but the SAU wants to
63 have a written copy to show all faculty and staff have read the policies. Everyone who is
64 paid by SAU and volunteers will sign off on the policies. There has been some
65 discussion of whether or not to have people sign off on the policies every year.

66 Ms. Harrow stated that the PPC reviewed the policy for the hiring of a principal and other

67 administrators. The PPC really likes the flexibility of the policy. She discussed the old
68 policy and the hiring process. The PPC made a few changes including moving the
69 paragraphs around and changed the contract length to 260 days because that is the actual
70 contract length.

71 The board discussed the policy would still allow the board to be involved with the hiring
72 process and that this policy was unique to SHS, but parts of it are present in the other
73 SAU 39 districts. They discussed the inclusive process and how important it is to involve
74 the students, parents, staff, and the board in the hiring process.

75 Mr. Warburton stated that he likes the flexibility and strong outline of this policy. The
76 policy committee will look at this policy with the other districts policies.

77 Ms. Harrow stated that the PPC would look at using a similar policy for hiring other
78 administrators at the next meeting.

79 Mr. Warburton stated that the PPC wanted to have the administrative team be part of the
80 conversation for the policy to hire new administrators.

81 **PUBLIC COMMENT**

82 No public wished to comment.

83 **CONSENT AGENDA**

84 Ms. Mullens pulled June 6th minutes at the last meeting.

85 Ms. Mullens asked to change grammatical errors on lines 26, 104, 198, 223, 231, 299 and
86 322.

87 **Mr. Coughlan made a motion to accept the consent agenda including the**
88 **Treasurer's Report for June 2013, and Resignation letters. Mr. Brown seconded the**
89 **motion and the vote was unanimous.**

90 **Mr. Coughlan made a motion to approve the June 6 minutes as amended. Mr.**
91 **Brown seconded the motion and the vote was unanimous except Ms. Harrow**
92 **abstained.**

93 **Ms. Janson made a motion to approve the August 22nd minutes. Ms. Harrow**
94 **seconded the motion and the vote was unanimous except Mr. Coughlan and Mr.**
95 **Maresco abstained.**

96 **PRESENTATIONS/REPORTS**

97 School Climate

98 Mr. Scully explained what could be expected over the course of the year for the school
99 climate reports. He discussed the difference between incidents and reports. Peter

100 Gagnon, John Young, John Smith, the councilors and teachers put the reports together.
101 Mr. Scully passed out a summary of infraction by month. He stated that they would look
102 at many infractions more closely, but the numbers of incidents are lower than
103 surrounding schools. They have already started to look more closely at substance abuse
104 and discussed who could be brought in to start a series of workshops and assemblies. The
105 school also maintains the transcripts of the discussion with the students who were
106 involved in the incidents. The school works to have intervention for certain groups of
107 students and individual students. Mr. Scully passed out a summary of incidents by
108 gender and by grade level. At the end of last spring they started to analyze the data. The
109 initial findings are similar to national trends. Risky behavior is moving towards the
110 younger grades and is gender neutral. Incidents involving bullying, harassment, substance
111 abuse, and safety of the school are top focuses. They will work with the state report also
112 and align the SHS data with state report. School climate will be a continued discussion at
113 3 more meetings this year.

114 The board discussed at length with Mr. Scully the difference between perception and the
115 actual number of violations. Most of the discussion was around substance abuse and
116 alcohol. The incidents that happen off campus the school cannot give consequences for,
117 but the school uses the information to better determine what students need. The board
118 asked Mr. Scully next time to include in the discussion what the school does to support
119 students and parents. The board also discussed using the Risky Behavior Survey as
120 another source of data.

121 Mr. Scully discussed the success of a customized program with workshops and
122 interventions the school provided on Internet Safety.

123 Mr. Scully discussed the transcripts kept by the school. Every time an incident is
124 observed or reported there is a discussion and that discussion is transcribed. There
125 maybe more complaints than reports, but these are still transcribed to give flesh to the
126 data. He gave an example of harassment and discussed how each report is not ignored,
127 but after an investigation it may not be deemed an incident.

128 **DISCUSSION**

129 **Board Goals**

130 Ms. Mullens discussed having a work session on Saturday, September 14th from 8am-
131 11am. The plan would be to define the top board goals further and come out with an
132 implementation and tracking form. The board would meet at the Brick School and Mr.
133 Warburton will join the board for the work session.

134 **INFORMATIONAL**

135 **Staff Breakfast October 8th**

136 Ms. Mullens stated she would have more details later.

137 Schedule of Reports to the Board

138 Ms. Mullens sent a draft agenda for the year and included when updates on school
139 climate, staff evaluation, and the 8 period day would be. She would like feedback from
140 the board and ideas about what kinds of presentations the board would like to see. She is
141 going to add the tiered fee structure and fund raising to the agenda.

142 The board discussed Fall Forum, which is Nov. 8/9 in San Francisco. Mr. Coughlan is
143 interested in going. They discussed Fall Forum registration and SHS does have some one
144 who maybe presenting.

145 **ACTION ITEMS**

146 SAU #39 Budget Advisory Committee appointment

147 Mr. Warburton stated that Mark Bender is the new appointee.

148 Field Trip approval

149 Mr. Gagnon stated that the there is a policy requiring board approval when a field trip is
150 leaving New England. Richard Vassar is leading a trip to NY for a Mock Trial. He
151 discussed the trip's itinerary and the leadership. A group of 11 students would be
152 participating. He discussed the insurance for the trip and that one chaperone to 12
153 students is the policy so this trip falls within the policy.

154 Mr. Warburton and the Board discussed Richard Vassar and his experience with Mock
155 Trial and with students.

156 Mr. Brown made a motion to approve of the field trip led by Mr. Vassar. Ms. Harrow
157 seconded the motion and the vote was unanimous.

158 Mr. Warburton and the board discussed the new policy for Field Trips. They also
159 discussed fundraising and the timing of board approval. They discussed Wintersession
160 and changing the format of the Wintersession trip proposal to be the same format as the
161 other field trips. The board would like to see the trip offerings for Wintersession, not just
162 the offerings out of New England.

163 **OCTOBER MEETING AGENDA ITEMS**

164 Ms. Mullens discussed what would be on the October meeting agenda including Staff
165 Evaluation updates, Athletic Surveys, and the Administration Hiring Policy.

166 Mr. Warburton thanked the administrative team for the new format of the principal's
167 report and for being present at the meeting.

168 Mr. Coughlan made motion to adjourn at 7:32pm. Ms. Harrow seconded the motion and

169 the vote was unanimous.

170