

31 RTI

32 The building RTI team is meeting and the student identification process is being
33 reviewed. The team is working with AMS to help them with the work.

34 The board and the administrators discussed the testing overload in October. The NECAP
35 tests can only be given at this time. The school has worked to condense the NECAP
36 tests. Mr. Warburton explained the early conversations happening at the state level about
37 the use of PSATs for the Junior testing.

38 The board and the administration discussed the growing pains of the new interior locking
39 system. The locking system is good at keeping the building secure and they will be
40 looking into the full possibilities with the system. There are new procedures and routines
41 that will have to be put in place. The board would like an update next month about the
42 progress made with the new locking system.

43 Mr. Scully explained that Danielle has replaced Chef Jim after a careful search for the
44 right person. The new chef starts Monday.

45 Staff evaluation update

46 Mr. Scully explained that the administrators are following a walk through and drop in
47 schedule. Data form these visits is being recorded.

48 Board Goals

49 The board discussed their goals for the year, which are as follows:

- 50 1) Commitment to strategic planning.
- 51 2) Professional staff evaluation goal, which includes a comprehensive SAU 39 plan.
- 52 3) Updating the administrative hiring policy.
- 53 4) Changing the budget process to have a data driven budget approach. This
54 approach will include gathering data about what drives the budget, what choices
55 the school has, data from budgets at schools around SHS, priorities for the school
56 and where those priorities play out in the budget.
- 57 5) Looking at Academic excellence. Mr. Maresco stated that the board is working to
58 define what this goal is going to be and the potential time line to complete some
59 work.

60 Committee Reports

61 Mr. Brown gave a report about the policy committee, which has been working on the
62 policy sign off for staff and two other policies. The two other policies will be brought
63 forward soon.

64 Mike Akillian update Town of Amherst strategic plan

65 Mr. Akillian explained the strategic planning process, which was started in April. He
66 discussed the planning framework and that the Board of Selectmen (BOS) have had four
67 presentations from town departments and there are two more presentation on Oct. 15 and
68 the last two on Oct. 28th. The BOS is working to strengthen communications across
69 town. There are changes in the website with links to the strategic planning reports. He
70 discussed how the BOS is going to use the 8 department plans in an integrated fashion to
71 form the budget. He discussed some of the filters the BOS will look at the budget with.
72 The BOS will use public forums to present the budget to the community to the citizens
73 before the deliberative session.

74 Ms. Mullens and Mr. Akillian discussed the success of the process in the last 3 months
75 and the hard work of the department heads.

76 SAU Strategic Planning Update

77 Mr. Warburton explained the there are 17 board members, 2400 students, 485 employees,
78 6 school buildings, and 3 school districts with in SAU 39. All districts have come
79 together and are actively involved in a strategic planning process, which was started last
80 spring and will take a year to complete. The SAU has hired a facilitator. The board
81 members have been looking at the definition of consensus and what the SAU wants the
82 students to have and be when they leave the schools. Soon there will be surveys and
83 interviews of people in the towns, including a student voice. They would like to survey
84 every student in SHS and maybe 7th and 8th graders. The board members are moving into
85 some subcommittee work. The board will continue to update the town about their
86 strategic planning when Mr. Akillian is at the meetings.

87 Ms. Mullens stated that they are working to have more informed community members
88 and more informed voters.

89 Mr. Akillian discussed areas for collaboration, for example, there is a lot of non-academic
90 education that is given to kids from the town departments and there should be
91 communication between town departments and the schools.

92 Mr. Warburton suggested that when the BOS goes out to community, the SAU should go
93 also to put information out to the community together.

94 FY15 Souhegan Advisory Finance Committee Introduction

95 Ms. Mullens introduced Addie Hutchinson, the district moderator.

96 Ms. Hutchinson introduced the budget committee and is actively searching for
97 individuals from Mont Vernon who would like to serve on the budget committee.

98 She introduced the members of the committee including Dave Chen, Pete Stearns, Julie
99 Livingston, Tom Silvia, and Kathie Nunely.

100 Community Council Report

101 Jonah Foulks discussed the retreat, which went very well. He thanked the board
102 members for coming. The retreat helped the council be more connected as a council
103 because they took time to understand the principles of Community Council and how it
104 functions. The at large elections are happening and 20 students ran for 10 spots. There is
105 a strong council this year. The extra executive elections will happen on Monday night.

106 **PUBLIC COMMENT**

107 No public wishes to comment.

108 **CONSENT AGENDA**

109 Mr. Coughlan pulled the Sept. 5th minutes and Sept. 14th minutes.

110 September 5th minutes:

111 Mr. Coughlan made the following changes to the minutes: Line 29- 22 more rather than
112 additional students and Line 34 needs to be reworded for clarity the “allowed the school
113 to use the diverse skills of the staff”.

114 Ms. Janson made the following spelling change: Line 147 Bender.

115 September 14th minutes:

116 Mr. Maresco would like to change the wording in the 1st paragraph of the Academic
117 excellence discussion. Mr. Maresco will email Mr. Brown with rewording and the board
118 will approve the minutes next meeting when the wording is clarified.

119 **Mr. Coughlan made a motion to accept the September 5th minutes as amended. Ms.**
120 **Harrow seconded the motion and the vote was unanimous.**

121 **PRESENTATIONS/REPORTS**

122 FY15 Budget Assumptions

123 Shankel discussed the revenues. The title grants and IDEA are decreasing. For State Aid
124 the FY14 amounts will be used for planning, which were \$1,366,723 for Amherst and
125 \$401,114 for Mont Vernon. These numbers cannot be reduced by more than 5%. The
126 Catastrophic and Medicaid are projected on the current year projected expenditures. Cat
127 Aid paid out at a reduced rate of 74%. The Unreserved Fund Balance will be estimated at
128 1% of the budget till they have Dec. 31 projections, which will determine surplus. The

129 student fees will not change. Enrollments for the FY14 budget were for 813 students, but
130 the school has 828 students. The projection for FY15 is 839 students because the 8th
131 grade now is a larger class.

132 Mr. Scully discussed student load, which is based on Coalition Principles and
133 personalization. The student load is 4.3 classes per teacher and coordinators have 3.3
134 classes. This is 8 to 12 students per advisory and 88 to 90 students per teacher. He
135 discussed class size and student load per subject, with a comparison to last year. He
136 discussed the staffing considerations including administration, regular education, special
137 education, guidance including psychologists and counselors, custodial staff, support staff,
138 and nutritional services.

139 Ms. Shankel discussed staffing costs. For health benefits the assumption will be 10%
140 increase for FY15. Historically, from FY07 to FY12 the health benefits increased by up
141 to 33%. In FY07 this was 7.3% of budget and FY14 benefits were 9.3% of the budget or
142 \$1.7 million. NH retirement for non-certified staff has stabilized at 10.77%, but had
143 increased 58%. This is around \$180,000 of the FY14 budget. NH retirement for certified
144 staff has stabilized at 14.16%. There has been an increase since FY07 of 148.4%. NH
145 retirement is 5.5% of the FY14 budget, which is just short of \$1 million. She discussed
146 contracts, including 0.75% COLA increase and 1.25% for support staff, which was
147 agreed to last year. The administration was not included in that agreement. New hires or
148 reductions will use the average teacher salary of \$66,854.

149 Mr. Scully reviewed the technology plan and the considerations.

150 Ms. Shankel discussed the different Employment Index increases compared to the
151 contracts and the consumer price index.

152 Mr. Scully discussed the FY14 completed security projects and the FY14 Capital Items.
153 He discussed FY15 buildings and grounds budget items.

154 Ms. Mullens asked if there was any projected cost savings with new HVAC system.

155 Ms. Shankel stated that there should be budget savings, but utility rates will remain flat
156 because of contracts.

157 Ms. Shankel discussed the transportation contract extension with First Student. She
158 discussed the buses and a 2.7% increase. The school will go out to bid next year with
159 Milford. Provider also agreed to extend the current contract with no rate increase.

160 Ms. Shankel discussed food service, which is operating at break-even and the issue is the
161 USDA regulation compliance costs. Since SHS makes their food from scratch it is hard
162 to determine nutritional values in menus. There will be more revenue from the state for
163 free and reduced lunches.

164 Mr. Scully discussed initiatives at SHS many of which will help to align curriculum with
165 new standards.

166 Ms. Shankel discussed the capital financing bond schedule. The Expendable Trust
167 amounts are as follows: Facility maintenance: \$88,886; Unfunded Liabilities for Retirees
168 \$51, 312; Special education \$325,804.

169 Ms. Shankel discussed the budget calendar.

170 The board discussed that although many of the initiatives are to help align with the
171 Common Core they would happen even if the Common Core were not happening. The
172 Common Core will influence choices made.

173 The board discussed the teacher load and the change in the schedule. Teachers teach four
174 blocks a day and advisory. With the new schedule there was an increase in the weekly
175 number of minutes for instructional time. As the 8-period day schedule is continuing to
176 progress the number of minutes of instructional time for teachers will also increase.

177 Mr. Warbruton asked Mr. Scully to give the board an example of a teacher's schedule at
178 the next meeting.

179 Ms. Shankel and Mr. Coughlan discussed the storage needs of the school.

180 Budget Assignments

181 Ms. Janson – Administration

182 Ms. Harrow – Special Education

183 Mr. Grondstra – Technology

184 Mr. Brown – Athletics

185 Mr. Maresco - Curriculum

186 Mr. Coughlan - Facilities

187 Ms. Mullens – Food Service and Transportation

188 Ms. Shankel and Ms. Boilard will organize the meetings for each committee.

189 Deliberative Date

190 Saturday February 1st.

191 **INFORMATIONAL**

192 Septic System Pump update

193 Ms. Shankel discussed the issue with the septic failure. The new system is in place and
194 the size and capacity of the pumps has been ungraded. There is a bi-annual maintenance
195 plan and the cost was \$23,000.

196 Ms. Mullens stated that the board was aware of this happening and the repair was in the
197 agenda packet.

198 Mr. Brown thanked Ms. Shankel and Mr. Miner for keeping the cost below \$25,000.

199 Staff Breakfast on October 8th

200 Tuesday, 7am – 7:45am.

201 **ACTION ITEMS**

202 Policy GCEB – 2nd Reading

203 Mr. Brown stated that the board does not have to have two readings because the policies
204 are presented at the SAU board. The law does not require two readings.

205 The Board discussed why it is a good idea to have two readings.

206 **Mr. Brown made a motion to accept policy GCEB. Ms. Harrow seconded the motion**
207 **and the vote was unanimous.**

208 Field Trip Approvals

209 Mr. Gagnon discussed 4 field trips needing approval: Traditional Habitat for Humanity
210 Trip, a trip to Italy, a trip to Germany, and a trip to South Africa.

211 The board asked Mr. Gagnon to look into the number of times faculty is out of the
212 classroom for reasons other than being sick.

213 The board, Mr. Scully, and Mr. Gagnon discussed at length the affect on students when
214 teachers miss class and how field trips can impact the students left at school because their
215 teachers are not present. They discussed how the new schedule could have a multiplier
216 effect except if a Friday is missed. Teachers are already operating under the context of
217 missing the least amount of classes possible when organizing trips. The board discussed
218 using people other than teachers as chaperones and how that could be hard because of the
219 need to have vetted people leading trips. The board discussed a need for the trips to be
220 connected to the curriculum and how the ideas for trips often come from the interests of
221 students base on what they have learned in class. Some trips the students can receive
222 credit for. The board discussed that the trips are open to all students, but even though
223 there is some financial aide the foreign trips are truly not accessible to all students. The

224 board discussed more trips happening in the summer and discussed the fundraising
225 policy. They discussed how the trips pay for the teachers to travel, but the teachers do not
226 get paid a stipend for these trips. Asking teachers to use their summer is asking more
227 from them.

228 Mr. Warburton stated that the philosophy around field trips should be discussed with PPC
229 and the staff.

230 Ms. Mullens stated that in the future the field trips need to be approved by the board
231 before students are signed up, airfare is scheduled, etc. The board needs to see the amount
232 of class time missed by teachers.

233 **Mr. Coughlan made a motion to approve the four trips. Ms. Harrow seconded the**
234 **motion.**

235 Mr. Brown expressed his thoughts that the board needs to ok educational trips because
236 students are gaining so much knowledge and the trips enrich our students. He is open for
237 all travel because it is so important for kids to learn outside the curriculum and gain
238 worldwide awareness.

239 Mr. Maresco stated that he does not disagree, but struggles with what happens to the
240 students left at home. 10-15 students get a great experience, but trips are not helping the
241 majority of the students.

242 Ms. Janson stated that she agrees with a lot of points that have been made. The board
243 needs to discuss trips generically, because most trips are elitist and are not equal
244 opportunity. Many families could never afford these trips. There needs to be equity in
245 the school.

246 Mr. Grondstra stated the school should provide opportunities to all kids not just the kids
247 who can afford it.

248 Mr. Brown would like to know how many students want to travel. If students want to
249 travel then the school should find a way for them to travel.

250 **The vote was unanimous with some reservation.**

251 Mr. Warburton stated that the board has a field trip policy, but this discussion for the
252 board is helpful. Having conversation about what happens in the future is needed. If there
253 is a trip presented to the board, it has to be presented to the board before advertising and
254 students are enrolled on the trip.

255 The board asked Mr. Gagnon to gather data about the amount of times teachers are out of
256 the classroom and add to the field trip proposal what classes will be missed and how the
257 trip is tied to the curriculum.

258 Ms. Mullens stated that the board would continue to discuss class loads and teacher loads
259 later.

260 Mr. Maresco stated that he has questions about specific math classes and how they align
261 with the new math program.

262 Mr. Warburton asked him to set up a meeting with Nicole.

263 **NOVEMBER MEETING AGENDA ITEMS**

264 FY15 Budget Presentation

265 Approval of Hiring Policy

266 Common Core State Standards

267 Evaluation and Supervision

268 Athletic update for tiered fee structure and fund raising

269 **Mr. Grondstra made a motion to adjourn at 8:26pm. Mr. Brown seconded the**
270 **motion and the vote was unanimous.**

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