

1 **SOUHEGAN COOPERATIVE SCHOOL BOARD**

2 **Thursday, November 7, 2013**

3 PRESENT

4
5 Souhegan Cooperative School Board: Mary Lou Mullens, Howard Brown, Peter
6 Maresco, Steve Coughlan, Chris Janson, Fran Harrow, and Pim Grondstra

7
8 Administrative Team: Peter Warburton, Betty Shankel, Rob Scully, Gigi Klipa, Kathy
9 White, Peter Gagnon, Karen Chinnis, and Deb Richards

10
11 Community Council Member: Jonah Foulks

12
13 Minute Taker: Beth Penney

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15
16 **CALL TO ORDER**

17
18 Ms. Mullens called the meeting to order at 6:05pm.

19
20 **ANNOUNCEMENTS**

21
22 Principal’s Report

23
24 Mr. Scully discussed upcoming events, class forums, the Fall Forum, and the recent
25 Habitat trip. He discussed learning happening in classes including Ms. Northcott and her
26 student’s work with Ocean Tracks. He discussed the NECAP testing culture and
27 preparation, Common Core literature review and the work of aligning curriculum with
28 new standards during faculty meetings. He discussed the work of the leadership team and
29 the long-term substitute hire and other hires. Three teachers are presenting at the Fall
30 Forum a project they did on a 10th grade team last year. The school is holding the SRI
31 pre-conference winter meeting. SHS has been answering calls and having visitors come
32 to the school to look at advisory, individual learning plans, flip classrooms, the inclusion
33 model, and classroom observations by Brown University students have happened.

34
35 Ms. Mullens asked for a further explanation of the SRI Winter Meeting.

36
37 Ms. White explained that the SRI asked SHS to be one of the four schools for people
38 attending the conference to come visit before the conference.

39
40 8 period day update

41
42 Mr. Scully discussed the example schedules for the Div. I teachers and Div. II teachers as
43 shown in the agenda packet.

45 Mr. Maresco asked how this schedule compares to the old schedule for the amount of
46 time teachers are with students? He also stated that it seems that there is less class time
47 than last year.

48
49 Mr. Scully stated that he would do the math and report back next month.

50
51 Mr. Scully explained that academic support time has increased and teachers are regular
52 participants in the academic support class. The need for curriculum development has
53 increased because of aligning with new standards and working with a new schedule/ new
54 classes.

55
56 Mr. Scully explained how Academic support is a class for students who need extra help.
57 It is a very common practice for teachers to be in Academic Support classes, but is not
58 required.

59
60 Community Council Report

61
62 Jonah stated that Community Council (CC) looked at the Run For Hope proposal of
63 whether to continue the run or not. The CC voted to continue the run and they put task
64 force together to look at what that day will look like. The task force will look at how the
65 day connects to students because there seems to be less connection than there use to be.
66 There is a proposal to change the wording in the policy section of the Rules of the Road.
67 The policy is about a non-police disciplinary action being able to go in front of the
68 Community Review Board.

69
70 Jonah explained that several students demonstrated for the CC how the Community
71 Review Board works so the CC members could better understand the purpose of the
72 proposal. The next meeting is on Tuesday, November 12th.

73
74 Athletic Liaison Report

75
76 Mr. Grondstra stated that he and Mr. Maresco met with Mr. Miller a month and half ago.
77 They discussed the need for bus drivers for away games and they discussed the
78 fundraising policy.

79
80 Mr. Maresco and Mr. Grondstra discussed that Mr. Miller would ensure that the coaches
81 understand the policy and the intent of the policy. There seems to be some confusion
82 between sports teams and non-sports teams. Mr. Miller was going to look into why there
83 was confusion. They also discussed the athletic fee structure and its purpose to offset the
84 budget. They discussed if the fee structure supported the budget needed and if there was a
85 more equitable way to how those fees are charged to families. They would have a
86 bimonthly meeting with Mr. Miller.

87
88 Ms. Mullens stated that the fee structure was intended to cover all of the teams needs and
89 to lower the need for fundraising.

90

91 Mr. Brown discussed that the budget committee will look at this in more detail because
92 they do not fully understand what money is coming in and where it is going out.

93
94 Mr. Maresco stated that Mr. Miller informed them about a change in rules for coaches
95 contacting students in the season before the season when the sport is in season. Students
96 playing multiple sports could have in-season sports and off-season practice. He is worried
97 that could impact the students' academic work and they will discuss this with Mr. Miller
98 at the next meeting.
99

100 The board discussed this new rule and the cost or potential cost to families for off-season
101 training. The board worked hard to level the cost for families and the board needs to have
102 a discussion before families are charged for off-season practices. These practices are
103 optional. Mr. Grondstra's kids are being charged \$185 for off-season baseball training.
104

105 Mr. Scully will look at this new policy more closely. He will meet with Mr. Miller to
106 discuss this.

107
108 Mr. Warburton stated that this is very concerning and they will look into the policy
109 further.

110
111 **PUBLIC COMMENT**

112
113 There was no public comment.

114
115 **CONSENT AGENDA**

116
117 Ms. Mullens pulled the Retirement and Extended Leave Requests.

118
119 **Mr. Coughlan made a motion to accept the Consent Agenda containing Minutes**
120 **September 14, 2013 and October 3, 2013, Treasurer's reports July 2013, August**
121 **2013, September 2013, and a Donation to the Student Activity Fund - \$1,000.00.**
122 **Ms. Harrow seconded the motion and the vote was unanimous.**

123
124
125 **PRESENTATIONS/REPORTS**

126
127 **FY15 Budget**

128
129 Ms. Mullens stated that the board had created a budget study committee because of
130 questions that came out of last year's budget. The committee has met since May and is
131 looking at the cost per pupil. To determine this cost the debt service, transportation, and
132 food service costs are removed. They have looked at surrounding districts, enrollment
133 trends, facilities usage, program of studies, extended learning opportunities, and future
134 budget items. The SAU and SHS have looked at creative ways to enhance student
135 learning and use the staff and their skill sets. Also they will look at the use of the facility
136 as enrollments decrease.

137 Ms. Harrow stated that the committee is looking at the published parts of other districts
138 budgets and how the districts develop their budgets. The committee is working to ensure
139 the comparisons make sense academically and in the districts size.

140

141 Ms. Mullens stated that there are many differences in this coming year's budget because
142 of the discussions last budget season. The teacher student ratio went from 9.1 to 10.2.

143

144 Ms. Harrow stated that the jump in the pupil to teacher ratio has been supported by
145 adding the 8th period to the day.

146

147 Mr. Scully discussed the goals of the FY15 budget.

148

149 Ms. Shankel discussed the budget summary, including a 1.67% increase in the operating
150 budget. This is a 1.54% increase after revenue.

151

152 Mr. Scully discussed supporting 21st century education including curriculum
153 development, instructional services, staff professional development, technology, and
154 athletics and activities. He discussed the 2nd year of the 2yr agreement with PPC. He
155 also discussed the aging facility, employee benefits, food service, and transportation.

156

157 Ms. Shankel discussed the impact of the vote last year. The voters voted up the PPC
158 agreement to add \$118,568 to FY15 budget. The bond that was voted last year adds
159 \$186,192 to the FY15 budget. This is a total impact of \$304,760 to the FY15 budget.

160

161 Mr. Scully discussed the new budget initiatives to support the new math program, virtual
162 servers, and the new resource for the new literacy standards.

163

164 Ms. Shankel discussed the staff comparison for FY13 to FY15. For FY15 two more
165 regular education teachers will be cut.

166

167 Ms. Shankel discussed the critical issues in the facility that were completed this summer.
168 She discussed the road and parking lot repaving was not put in the budget because of
169 patching. The exterior masonry has not continued to deteriorate and does not need to be
170 replaced. The track does need to be replaced. In 2007, the track was patched and has
171 outlasted the 5-year life span.

172

173 Mr. Scully stated that the track replacement would go on a warrant article this year for
174 \$220,000. Mr. Scully summarized what the FY15 budget supports.

175

176 Ms. Shankel stated that they were unable to bring the revenue to the board today because
177 the tax rate is not set. Next month she will be able to bring the revenue numbers.

178

179 Ms. Shankel discussed the deliberative session. The Warrant Articles will be as follows:
180 article 2: \$18, 194, 273 for the budget; article 4: \$220,000 for the track; article 5: add
181 65,000 to Expendable Trust Fund.

182

183 The board discussed the replacement of the track. They have bids for the replacement,
184 but it will not be NHIA authorized because of space constraints. This just means that SHS
185 cannot hold state championships. They discussed the Gale Report and its
186 recommendation to redo the football field and stadium at the same time as the track. This
187 would cost millions, so this is not what is in the budget. The track should last 20-25
188 years and another patch job is not an option. The voters need to decide whether to
189 replace the track now and replace it again when the field is redone or to not have a track
190 at SHS till the field is renovated.

191

192 Ms. Mullens stated that the budget study committee would continue to look at the budget
193 and comparisons. They will form goals to discuss a next month's meeting.

194

195 Dave Chen discussed why SHS should compare themselves to other schools. The first
196 reason is to understand the salary structure of SHS and other schools for hiring top talent.
197 These schools should include Goffstown, Bedford, Hollis-Brookline, Milford, and
198 Merrimack. The other comparison is the cost per student. There is a need to look at SHS
199 compared to the best schools in the state. Mr. Chen stated that he would like to see the
200 comparisons on the salary structure to other local schools.

201

202 Mr. Chen asked if the 10.2 teacher student ratio is the goal and if not then what is the
203 goal.

204

205 Ms. Mullens stated that the 10.2 ratio is the outcome. The study committee and the board
206 is trying to determine what the goal is for the teacher student ratio should be for future
207 years. For FY15 the ratio will be 10.6. The budget study committee is working towards
208 setting goals for the cost per pupil and the teacher student ratio.

209

210 Mr. Chen discussed trying to be competitive, having an educational quality goal and how
211 those goals are achieved. He discussed the 80:1 and how this number should be related
212 to the teacher student ratio. He also discussed the declining enrollments and the need to
213 have a plan for that by setting a cost structure that makes sense. The purpose of this
214 would be to be able to justify the budget to the taxpayers.

215

216 Mr. Chen and Ms. Shankel discussed that last year the budget went down because there
217 was no bond. Ms. Shankel explained that for the new bond, FY15 would be the most
218 expensive because of the level principle and declining interest.

219

220 Ms. Ludt asked how the decline in two regular teaching faculty would impact the
221 curriculum.

222

223 Mr. Scully stated that the two-teacher decline in FY15 is through attrition and will not
224 have an impact on curriculum.

225

226 Mr. Coughlan stated that the budget got out of whack because the board maybe did not
227 respond to the declining enrollment quickly enough. This has changed in the last 2 years.

228 Now there is level enrollment, but the board needs to be prepared to respond if the
229 enrollment does in fact decline.

230

231 Ms. Harrow stated that the board is responding late to a declining enrollment, but there
232 has not been a declining enrollment for the last 3 years. The economy is recovering and
233 more houses in Amherst are selling. SHS had 40 students register that the school did not
234 know were coming. Projections on enrollment are never accurate. She hesitates to look
235 out many years ahead, but the board does need to respond to what actually happens with
236 enrollments.

237

238 Mr. Chen stated that the board needs a policy so that the board has something to respond
239 to if the enrollment increases or decreases.

240

241 **INFORMATIONAL**

242

243 **Strategic Planning update**

244

245 Mr. Warburton discussed the SAU strategic plan. The boards in SAU 39 have been
246 interested in having a study committee and will help with strategic plan for future years.
247 This week the staff and parents will fill out a survey. The high school, middle school and
248 many elementary students have already taken the same survey. The amount of work that
249 has happened in his 3 years at the SAU by the board members is amazing and he
250 applauds their efforts. The boards are also reacting in a positive way to the community
251 and being more transparent. Most boards in state do not have this level of involvement
252 and commitment. The public will be asked to be part of the planning process during the
253 sub-committee phase. The process will take a year. He invited the public to join the SAU
254 board meetings the last Thursday of every month.

255

256 Ms. Ludt and the board discussed why the individual boards do not have separate
257 strategic plans. Each board has board goals, which are shorter term than a strategic plan.
258 They are trying to form a cohesive plan for pre-K-12 because we are serving the 'same
259 kids and same taxpayers'.

260

261 **DISCUSSION**

262

263 **PPC Policies**

264

265 Mr. Coughlan stated that the board would not review the policy because they were not
266 included in the agenda packet for the board members to review. PPC has gone through
267 all of the personnel policies in last two years to ensure the policies reflect current
268 practice, comply with current laws, and make sure the language in the new agreement is
269 an amendment to the policies. There are changes to many the policies in Packet G
270 including clarifications in language and the amendments from PPC negotiations have
271 been added to the policies. All of this is so the policies published online can be accurate.
272 There are 45 policies but not all of them have changes. The board needs to approve all of
273 the changes.

274

275 Ms. Harrow stated that none of the edits change the intent of the policies. She would like
276 the board to look at the policies and vote on the changes next month.

277

278 Mr. Warburton stated that the Packet G would be put on Sharepoint prior to the agenda
279 packet for the next meeting.

280

281 Ms. Mullens stated the board would vote on the policy changes next month.

282

283

284 **ACTION ITEMS**

285 **FY14 1st Quarter report**

286

287 Ms. Shankel stated that this is the Sept. 30th report. They project to have a \$160,000
288 surplus to date.

289

290 **Other**

291

292 Ms. Mullens sent the board an email from Mr. Miner. Community Council voted to put
293 paper towel dispensers in the main building bathrooms with the understanding that the
294 board has final say over the decision because of budget implications. The board needs to
295 discuss this to put it in the FY 15 budget if the change is approved. It would be
296 \$1000/mo. for the 10 months of school for the dispensers and the paper towels. She
297 would like the board to think about it more.

298

299 Ms. Harrow asked about updating the hand dryer machines instead. There are more
300 efficient hand dryers that do not spread germs. There would be an initial expense, but
301 would not have a yearly cost.

302

303 Ms. Shankel stated that she could look into those costs.

304

305 Ms. Mullens stated that the proposal to Community Council was based on a Mayo clinic
306 study. She will come back to the board with that information and the board can discuss
307 this further.

308

309 **NOVEMBER MEETING AGENDA ITEMS**

310 FY15 Budget Presentation – 2nd Draft

311 Update of 8 period schedule

312 Staff Evaluation update

313 Fall forum report

314 Auditor's report

315 NHIA new policy and cost

316 Board Goals

317 PPC policies to vote on

318 Air Dryer or Paper towel discussion

319

320 **Ms. Harrow made a motion to go into NON-PUBLIC SESSION – RSA 91-A: 3 II.**
321 **(a) (b) (c) at 7:54pm. Mr. Grondstra seconded the motion and the roll call was all**
322 **yes.**
323

324 **PRESENT:**

325 **SCSC Board Members:** Steve Coughlan, Peter Manesco, Christine Janson, Howard
326 Brown, Mary Lou Mullens, Pim Grondstra, Fran Harrow
327

328 **Administrators:** Superintendent Peter Warburton, Principal Rob Scully
329 Minutes recorded by Howard Brown
330

331 **7:54 hrs.** Entered non-public meeting from public school board meeting.
332

333 **Discussion: Brian Irwin's Retirement**
334

335 **Superintendent Warburton** reported that **Brian Irwin**, School Councilor, had
336 contacted his office and requested a deadline waiver for a retirement in June of
337 2014.
338

339 Discussion followed on the time period and exceptions for retirement packages.
340

341 **Discussion: Student/Staff Ratio**
342

343 Principal Rob Scully presented papers detailing the current student/staff ratios.
344 The group discussed the numbers, and goals to set, to improve the ratios. **Rob**
345 collected the papers due to the sensitive nature of staff's name included for the
346 ratios.
347

348 **Discussion: Principal Search**
349

350 **Superintendent Warburton** requested the board's direction and thoughts for the
351 current jobs that are interim positions. **Rob Scully** is currently serving as the
352 interim principal and **Peter Gagnon** is currently serving as the interim dean of
353 students.
354

355 Discussion followed on the interim positions.
356

357 **MOTION TO EXIT NON PUBLIC SESSION:**
358

359 **9:58 pm. Pim Grondstra** made a motion to exit non public session. Motion
360 seconded by **Fran Harrow**. Unanimously accepted by roll call vote: **Coughlan:** yes,
361 **Grondstra:** yes, **Harrow:** yes, **Janson:** yes, **Maresco:** yes, **Mullens:** yes, **Brown:** yes.
362

363 **10:00 pm. Steve Coughlan** made a motion to accept the resignation of Brian Irwin
364 and approve the requested policy exception. Motion seconded by **Chris Janson**.

365 Unanimously accepted by roll call vote: **Coughlan:** yes, **Grondstra:** yes, **Harrow:**
366 yes, **Janson:** yes, **Maresco:** yes, **Mullens:** yes, **Brown:** yes.

367

368 **MOTION TO ADJOURN**

369

370 **10:36 pm. Pim Grondstra** made a motion to adjourn the meeting. The motion was
371 seconded by **Chris Janson**. Motion passed unanimously.