

MINUTES
SOUHEGAN COOPERATIVE SCHOOL BOARD MEETING
THURSDAY AUGUST 22, 2013
SOUHEGAN HIGH SCHOOL INFORMATION CENTER

PRESENT:

SCSC Board Members: Christine Janson, Mary Lou Mullens, Howard Brown, Fran Harrow, Pim Grondstra

Administration: Peter Warburton, Rob Scully, Kathy White, Gigi Klipa, Peter Gagnon, Betty Shankel, Jim Miner, Renea Sparks

Community Council: Jonah Foulks

Call to order

Mary Lou Mullens called the meeting to order at **6:05 pm**.

Mary Lou welcomed Rob Scully and Peter Gagnon in their roles as interim Principal and interim Dean of Students.

Principal Report:

Principal Scully reported that the Staff Retreat was a great success and thanked Mary Lou Mullens, Fran Harrow and Howard Brown for attending the opening morning. **Principal Scully** further commented that the following items were on the schedule and discussed: Student growth, testimonies from four past students, team building exercises, grade level meetings (with some very honest discussion at grade levels), volleyball tournament to promote collegiality, and I39 (Angel-like software). **Principal Scully** told the board that the staff had different breakout groups for better understanding of different technology and thanked Bruce Chakrin, Director of Technology, for giving wonderful training.

Principal Scully stated that the following summer work had been completed: New reception area, new configuration of the Main Office, classrooms have been audited to ensure proper amounts of tables and chairs, and new training for **AESOP** (an automated substitute placement and absence management service that uses an integrated phone and web system).

Community Council Report:

Jonah Foulks reported that there had been no meetings, over the summer, so had nothing to report. He stated that Community Council will be starting in September and there will be a retreat for members, held during the school day. Mary Lou Mullens requested that Jonah let the school board know the dates, when available.

Committee Reports:

Howard Brown reported the **Policy Committee** did not meet during the summer and the next meeting would be September 4, 2013. There was discussion on the staff sign-off for certain policies and a policy for new sports. A concern was shared there was a new sport with no reported cost and then there was cost. **Superintendent Warburton** related that the school board has a major role in determining sports and accepted cost.

Budget Committee Reports:

Mary Lou Mullens reported the **Budget Committee** did not meet during the summer and would meet soon.

Facility Update:

Jim Miner reported the maintenance team did an excellent job during the summer work. **Jim** reported the facility was in as good or better shape, than last year. **Jim** stated the roof flat work had been completed and the contractors will have the area cleaned prior to the school start date. It was further related that the roof repairs had a 44 day window for completion; however, there had been ten rain days. There have been no issues to delay the start of school and all units have been replaced and tested. The units still have to be fine tuned and tied to the computer system.

Jim reported the work on the last roof to be repaired, the roof over the cafeteria, was to begin on Friday, August 23. Some pricing for some items, that were revised, were still be waited to be delivered. **Mary Lou Mullens** questioned whether the roof construction, over the cafeteria, would inhibit individuals entering for registration day. **Jim** replied that there should be no problems.

Jim stated the lock system was sixty percent completed and will be completed by Monday, August 26. It was also reported that the entrance window and roll-up work had been completed and looked good.

Chris Janson stated that Nashua High Schools had reported about all the work completed to ensure security. She stated Souhegan has done a great job to enhance our security and offered to contact the press, to have an article in the Telegraph and/or Cabinet.

Superintendent Warburton offered that individuals felt much safer with all the work (lighting, locks, cameras, etc.) that had been completed.

Betty Shankel reported that the refrigerator compressors had been replaced while the cranes were on-site. **Betty** commended **Danielle Collins**, Director of Food Services, for her work this summer during the refrigerators overhaul. It was noted that the high school refrigerator compressors were being replaced and the refrigerated foods was being stored at the Amherst Middle School. When the AMS cafeteria was receiving the first school year's shipment all the SHS food had to be moved to the Mont Vernon Village School refrigerators. A job well done, **Danielle**.

Public Time:

Renea Sparks, Director of Educational Services, stated she came to the meeting as a member of C.A.S.T. (Community Action for Safe Teens) and the Boys & Girls Club to share an exciting presentation. Chris Herren, a former NBA player, was going to be giving a free speech at The Amato Center for the Performing Arts. This speech, for community educators, about the dangers of addictions would be held September 11, 2013 at 6 pm.

Consent Agenda:

Mary Lou Mullens requested the June 6 minutes be pulled from the consent agenda and to wait for the September meeting to approve. **Superintendent Warburton** requested that all errors, from these minutes, be sent to Maryanne.

Chris Janson made a motion to approve the remainder of the Consent Agenda. **Pim Grondstra** seconded the motion and was unanimously approved.

Goal Setting Report:

Mary Lou Mullens reported on the school board's feedback from the Goal Setting meeting. She stated that the following items were mentioned as needed/wanted/would like to have:

Better Understanding Budget

Hiring Policies

Strategic Planning

Academic Excellence

Fran Harrow stated the first discussion has to be on indicators of Academic Excellence. A discussion followed.

Pim Grondstra stated the board might need more time to concentrate of the goals and there was a discussion on the time frame.

Howard Brown replied that the first goal setting meeting was a good start and all members agreed that another (or more) meetings were needed. **Mary Lou Mullens** stated she would start taking ideas, for times and dates, for further meetings.

SAU #39 Budget Advisory Committee Appointments:

Mary Lou Mullens reported that no one has been found for the Budget Advisory Committee. She stated Betty and her would try and find an Amherst or Mont Vernon citizen to fill the appointment.

Quarterly Reports:

Mary Lou Mullens led a discussion on items to be included for yearly agenda planning. Discussion included items such as: school climate, dropout rates, etc. **Chris Janson** stated the

school climate had been included in the past and we would have to be careful when this is reported. **Superintendent Warburton** stated he would take in to advisement a method to figure out what and how to report.

Informational:

Mary Lou Mullens requested input for the need of a NHSBA (New Hampshire School Board Association) workshop. After a discussion it was determined that **Mary Lou** would obtain a schedule and seek interest, after the budget season.

Mary Lou Mullens informed the board there would be a staff breakfast on the late start, October 8, 2013.

DOE25/MS25

Betty Shankel presented the breakdown of the Unreserved Fund Balance.

The net income consists of:

FY13 Revenue over budget	\$168,156
FY13 Expenditures under budget	\$496,008
FY13 Net Income	\$664,163

New Hampshire officials would like these numbers posted by September 1, but most schools do not have them done. **Superintendent Warburton** reported that **Betty** does a great job of completing by due date, so town officials can do their due diligence.

Superintendent Warburton stated **Nicole Heimarck**, Director of Curriculum & Professional Development, was invited to Chicago to be involved in a pilot program for Core Practices.

Superintendent Warburton shared information on a new directive that all SAU principals received before the start of school. Every principal knows that every teacher should be visited at least ten times per year. Each teacher should be visited at least once per month and each visit should be documented with times and dates. It was discussed that teachers could not be evaluated or placed on education plans without the observations. **Fran Harrow** noted that high school teachers are not under a union contract but a different PPC contract.

Chris Janson and **Fran Harrow** stated they had questions, after doing the Manifest, on former Principal Jon Ingram's pay compensation. **Betty Shankel** reported she would research the question and report back to the board.

Chris Janson inquired if it would be possible to email parents of graduating students, who have food account balances, to give them the option of donating the small balances to the general fund. It was noted that some of these accounts were so small as to question the cost of preparing a refund check, including postage. **Betty Shankel** thought this was a good idea.

Mary Lou Mullens stated Steve Coughlan sent out for information of the Annual Coalition Meetings. An email will be sent out.

Chris Janson requested that a more realistic timeline be utilized for the school board agenda. **Mary Lou Mullens** stated she would attempt to time the individuals to ensure presentations stay within the time allotments.

MOTION TO ADJORN:

At **8:09 hrs Fran Harrow** made a motion to adjourn the meeting. The motion was seconded by **Pim Grondstra**. Motion passed unanimously.