

1 **SOUHEGAN COOPERATIVE SCHOOL BOARD**
2 **Thursday, January 8, 2014**

3 PRESENT

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

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

10
11 Minute Taker: Lyn Jennings

12
13 **PUBLIC HEARING**

14 Mary Lou Mullens called the Public Hearing to order at 6:00 p.m. to accept a donation
15 from Monarch International, Inc. for the First Robotics Club in the amount of \$5,000.

16 Steve Coughlan said Monarch International does this every year and for this we are
17 eternally grateful!

18 There was no Public in attendance. The Public Hearing was closed at 6:02 p.m.

19 **A motion was made by Fran Harrow to accept the donation of \$5, 000 from**
20 **Monarch International, Inc. for the First Robotics Team. Howard Brown seconded**
21 **the motion. All board members voted in favor of the motion and the motion passed**
22 **unanimously. (7-0-0)**

23 **CALL TO ORDER**

24 Mary Lou Mullens called the meeting to order at 5:18 pm.

25 **ANNOUNCEMENTS**

26 Principal's Report

27 Mr. Scully's report provided upcoming events at Souhegan during the month of January.

28 Mr. Scully thanked the Advisories for their selfless work during the holiday season to
29 sponsor a child program.

30 PSAT Results – Mr. Scully said the preliminary SAT was administered to all juniors and
31 sophomores who had elected to take it in October. Juniors met with counselors, prior to
32 break to review their score report. Sophomores will meet with their counselors following
33 the holiday break. The PSAT score report includes a personalized, comprehensive
34 summary. Also included with the report is a link to an online resource that not only
35 explains the answer to each question it also provides the student with a personalized SAT
36 study plan. Mr. Scully said students are encouraged to utilize the free resource as they
37 prepare for their SAT. Counselors also advised students to share the results with their

38 parents.

39 In Service Days

40 Mr. Scully said the faculty and staff will engage in tuning protocols and text based
41 seminars exploring the new standards. Mr. Scully said the professional development
42 scheduled for January 2nd and 3rd, would have been wonderful but because of the weather
43 they didn't have it. Mr. Scully said he is excited for the work in the future.

44 Program of Studies

45 Mr. Scully said the leadership team continues to review existing content in program of
46 study.

47 Budget

48 Mr. Scully said the Leadership Team continued to work on reviewing the budget. They
49 identified additional reductions.

50 School Climate

51 Mr. Scully said they will be returning to this issue however, with the break it got
52 interrupted but it will be discussed at the next meeting.

53 Community Council

54 Mary Lou Mullens said Jonah Foulks would not be at the meeting tonight however; he
55 had nothing to report due to the holidays.

56 Committee reports

57 Mary Lou Mullens said the committees have nothing to report.

58 **PUBLIC COMMENT**

59 No Public comment.

60 **CONSENT AGENDA**

61 Fran Harrow asked to pull the December 5, 2013, minutes.

62 Fran Harrow asked to add her name to the attendance in the minutes.

63 Steve Coughlan made the following changes: Line 113 He discussed how Coalition
64 schools are concerned about lack of training for implementation, and standardized
65 testing, Line 118 change to principles, Line 178 change to dismantled, Line 186 change
66 to read 12 cents lower than the current projection, but still a large increase, line 222
67 change to read average for all grade levels is 3.5, and for SHS it is 8, but High Schools
68 tend to have more. Line 241 BYOD include the words (Bring Your Own Device), Line

69 244 should read This is projected as part of the town's, Line 265 change the words
70 procreation increase to revenue decrease, Line 288 change to read website currently not
71 reliable.

72 **Fran Harrow made a motion to accept the Consent Agenda including the amended**
73 **December 5, 2013, Minutes, October 2013 Treasurer's Report, the Donation to**
74 **Student Activities- \$500 from Bhaskar M. Reddy & Shobana Shankar, the Donation**
75 **to the Student Activities for \$500 from Stuart C. Shagrin and the Budget Transfers.**
76 **Howard Brown seconded the motion and the vote was unanimous.**

77 **PRESENTATIONS/REPORTS**

78 FY14 2nd Qtr. Report

79 Board members received a copy of the Souhegan Cooperative School District Quarterly
80 Financial Report for Fiscal Year 2014 dated 7/1/2013-12/31/2013.

81 Betty Shankel told board members they are anticipating an overage of \$31,000 in Local
82 Revenue due to the LGC 2010 Refund.

83 Betty said they are anticipating a savings of approximately \$237,857 on the expense side.

84 Betty said at this time, they are anticipating \$268,857 be added to the Unreserved Fund
85 Balance at the end of FY14 for the Souhegan Cooperative School District.

86 Board members had no questions with regards to the report as presented.

87 FY15 Budget Draft #3

88 Budget Changes

89 The administration was asked to see if any further cuts could be made to the budget. An
90 additional \$74,000 in cuts was made.

91 The board discussed whether or not they were asked to come in with a 0% increase
92 budget. Steve Coughlan said they hoped to get a flat budget, but they wanted to come in
93 as close to zero as possible.

94 The board received a handout in their packet entitled Souhegan Cooperative School
95 District, FY15 Budget Changes, Draft 3 Budget Changes.

96 Betty said included in Draft 3 is a .75 increase for the administrator raises as well as the
97 benefit adjustments related to the increase. Reductions took place in New Instructional
98 Equipment, Replacement Instructional Equipment, Replacement Furniture, 1 FTE
99 Paraprofessional (salary and benefits), Student Services, Office Supplies, Student

100 Services Furniture, Citilead – reduced number of awards, Telephones and Office
101 Supplies.

102 Betty said Draft 3 had proposed increases of \$10,089 and decreases of \$74,015. The total
103 proposed FY15 Budget is \$18,058,502.

104 Betty provided a handout detailing the FY15 Proposed Budget Summary. The Total
105 General Fund proposed increase is .93% and the Total of All Funds proposed increase is
106 .79%.

107 Jeanne Ludt questioned the reduction of 1 FTE paraprofessional.

108 Mr. Scully said they looked at any where they could reduce the budget and they did. Mr.
109 Scully said they looked at developing frameworks last year and next year and they plan
110 on imposing the frameworks next year rather than the following year with the proposed
111 reduction of the 1 FTE paraprofessional.

112 Mr. Scully said by reducing by 1 FTE paraprofessional, they will continue their improved
113 communication with the middle school and they will know ahead of time where students
114 will be placed on a team.

115 Jeanne Ludt asked if the proposed frameworks were considered a Pilot, she also asked if
116 it has a negative impact on the students would they reconsider their decision to reduce 1
117 FTE paraprofessional. Mr. Scully said they would look at their decision should the
118 frameworks have a negative impact on the students.

119 Mr. Scully said he did not believe the students would suffer, he believes the decision is
120 manageable.

121 Tom Silvia commented there are three teams in 9th grade and one team will have one less
122 resource. Tom said by implementing the proposed frameworks, you are putting them on
123 the fast track and you really only have 3 people dedicated to trying to make the
124 frameworks happen.

125 Mary Lou said she appreciates the administration looking at further reducing the budget
126 and she is glad they are cautiously optimistic about the proposed frameworks.

127 Revenue

128 Betty said the FY15 Proposed Unreserved Fund Balance is \$237,857 representing a
129 decrease of \$426,306 compared to the FY14 DRA number. Betty said the Total School
130 Tax for the Town of Amherst with the proposed FY15 Budget is an increase of .22 per
131 \$1,000 and for Mont Vernon it is .58 per \$1,000.

132 Default Budget Summary/Analysis

133 Betty emphasized the importance of this document. Betty said should the proposed
134 budget not pass, a large difference would have to be made up totaling \$193,859, making
135 the FY15 Default Budget \$17,864,643 compared to the proposed FY15 Budget
136 \$17,917,693. Betty highlighted areas that would be affected: Regular Education,
137 Supplies/Materials, Technology, Buildings/Grounds, Co-Curricular programs.

138 Warrant articles

139 Tom Silvia questioned Warrant Article 3 and the need to add \$65,000 to the School
140 Maintenance Fund should there be a surplus on July 1, 2014. Tom asked if there was a
141 target for the fund balance. Betty said yes, they would like between \$100,000-\$125,000
142 in the account and she believes the balance currently is around \$88,000.

143 Betty said they are very worried about the HVAC and the roof and believe having this
144 amount of money in the account is important. Betty said she believes the original figure
145 for where they want the fund balance to be came, from Jim Miner. Betty said every year
146 the balance is down, as they need to use funds from the account.

147 Tom said he thinks they should possibly change the target balance on the fund, possibly
148 reduce the target amount. Betty said Buildings/Grounds sets the target and the
149 administration talked about increasing the target amount this year as they spend the funds
150 quickly every time.

151 Steve Coughlan said he would not want to decrease the target amount of the fund. He
152 always had a target amount of \$150,000-\$200,000 in his mind.

153 Tom said he recommends a disciplined approach for the Warrant as it represents .03
154 increase in taxes.

155 Tom suggested Jim Miner look at historical figures as to what the funds have been used
156 for in the past.

157 Mary Lou Mullens thought this was a good suggestion for Jim Miner.

158 Jeanne Ludt commented sometimes money is set aside so they don't have to ask for
159 money for example to repair the track, which is a safety concern/issue.

160 Mary Lou Mullens asked if the Advisory Finance Committee had any feedback for the
161 board. They have a meeting tomorrow at noon and they will be in touch once they have
162 had their meeting.

163 **INFORMATIONAL**

164 Strategic Planning update

165 Due to the holidays and weather, the Strategic Planning Committee did not meet but will
166 meet again on January 23, 2014.

167 .4 School Nurse

168 Mr. Warburton said he had a correction to the proposed nursing position it should be a .4
169 position not a .34 position. Due to the correction, it will cost a little more money.

170 **DISCUSSION**

171 Paper Towel Proposal

172 Mary Lou said they are postponing the discussion for next years budget. Mary Lou told
173 the board that a new proposal has not come forward for new hand dryers versus paper
174 towels. Mary Lou stated it is important to note we are not reversing the decision of the
175 PPC but reviewing our options.

176 Other

177 Mary Lou reminded board members of the upcoming Souhegan Deliberative Session on
178 February 1, 2014, at 9 a.m. The Public Hearing is scheduled for January 16, 2014, at 6
179 p.m. the Amherst Deliberative Session is scheduled for February 1, 2014, at 11 a.m.

180

181 Field Trip Request

182

183 Peter Gagnon came before the board to present information with regards to a proposed
184 trip for students to Cuba. Peter said to get a good rate the coordinators needed approval
185 before the February board meeting.

186

187 Peter Gagnon told the board, students would miss 4 days of school from November 7th –
188 November 13th, 2014. Two teachers would also miss four days of school.

189

190 Peter Maresco said during this trip to Cuba 148 kids would miss their teachers for four
191 days!

192

193 Mary Lou said one of the teachers coordinating this trip is also going to Africa in the next
194 few months, which is really in the same calendar year.

195

196 Steve Coughlan said they have too many trips and he was with Peter Maresco and is not
197 too sure about this one.

198

199 Board members agreed they would hate to pick one trip and say they couldn't go
200 however; they would like additional information with regards to this trip.

201

202 Mr. Scully said the students that would be going on this trip would be responsible for
203 making up the work they missed.

204

205 Mr. Scully said he understands they have a lot of trips however, they can be a very
206 valuable part of the curriculum and this trip would be no exception.
207
208 Peter Warburton said in the past, the students and staff that have gone on this trip have
209 shared what they learned with the World Language and World Studies students. Peter
210 suggested they look at going on this trip in the spring of 2015.
211
212 Howard Brown said what they did over in Cuba on the last trip was very educational and
213 he would have to vote for the trip again.
214
215 Chris Janson said he would like to see if a scholarship could be secured for a student that
216 would not be able to go otherwise.
217
218 Mary Lou said that she thought two trips in one year for a staff member is excessive.
219
220 Peter Maresco said he does not like the idea of students missing four days from school.
221
222 Mr. Gagnon agreed to investigate the scholarship opportunity for a student to go that
223 would not necessarily be able to afford the trip and to see if the trip could to be changed
224 to the Spring of 2015.
225
226 **A motion was made by Mr. Brown to adjourn the meeting. Mr. Coughlan seconded**
227 **the motion. The voted unanimously to adjourn the meeting at 6:30 p.m.**
228
229 The board remained in order to prepare for their January 15, 2014 Public Hearing.
230