

1 **SOUHEGAN COOPERATIVE SCHOOL BOARD**
2 **Thursday, April 3, 2014**

3
4 **PRESENT**

5
6 Souhegan Cooperative School Board: Mary Lou Mullens, Howard Brown, Peter
7 Maresco, Steve Coughlan, Chris Janson, Fran Harrow (left at 8:41pm), and Pim
8 Grondstra

9
10 Administrative Team: Peter Warburton, Betty Shankel, Nicole Heimarck, Rob Scully,
11 Kathy White, Gigi Klippa, Peter Gagnon, Ane Swift, and Jim Miner

12
13 Minute Taker: Beth Penney

14
15 **ORGANIZATIONAL MEETING**

16 **CALL TO ORDER** – Superintendent Peter Warburton

17 Mr. Warburton called the meeting to order at 6:07pm.

18 **ELECTION OF SCHOOL BOARD OFFICERS**

19 Chairman

20 **Ms. Harrow nominated Ms. Mullens to be the chairman of the board. Mr. Brown**
21 **seconded the motion and the vote was unanimous, except Mr. Maresco abstained.**

22 Vice-Chairman

23 Ms. Mullens asked for nominations for vice chairman.

24 **Mr. Brown nominated Ms. Harrow to be the vice chairman of the board. Mr.**
25 **Grondstra seconded the motion and the vote was unanimous.**

26 Secretary

27 **Ms. Harrow nominated Mr. Brown to be secretary of the board. Mr. Coughlan**
28 **seconded the motion and the vote was unanimous.**

29 **COMMITTEE ASSIGNMENTS**

30 Finance Liaisons – Harrow, Mullens

31 Athletic Liaison – Grondstra, Maresco

32 CIP – Janson, Coughlan (alt.)

33 Community Council – Mullens

- 34 Expendable Trust Advisory – Brown, Maresco
- 35 Manifest – Brown, Janson
- 36 Policy Committee – Brown, Janson
- 37 PPC – Harrow, Coughlan
- 38 PTSA Liaison – Maresco
- 39 Publicity/ Communications for board – Janson, Mullens, Coughlan
- 40 Recreation Liaison – Grondstra, Maresco
- 41 Technology Committee – Brown
- 42 SAU 39 Brick School Committee – Janson
- 43 Chairs Committee – Mullens
- 44 Budget Study Committee – Harrow, Janson, Mullens
- 45 SHS Communications Committee – Coughlan
- 46 Academic Excellence Committee – Grondstra, Maresco
- 47 Scheduling Committee – Mullens, Harrow

48 **APPOINTMENT OF SCHOOL DISTRICT OFFICIALS**

49 Ms. Mullens asked for a nomination for the district clerk, CJ Butler.

50 **Mr. Coughlan made a motion to nominate CJ Butler for the district clerk. Ms.**
51 **Harrow seconded the motion and the vote was unanimous.**

52 **Mr. Coughlan nominated Ann Logan for treasurer. Mr. Maresco seconded the**
53 **motion and the vote was unanimous.**

54 Ms. Mullens closed the organizational meeting at 6:20pm.

55 **REGULAR MEETING**

56 **CALL TO ORDER**

57 Ms. Mullens called the meeting to order at 6:20pm.

58 **ANNOUNCEMENTS**

59 Principal's Report

60 Mr. Scully thanked the School Board for their hard work throughout the year.

61 SHS Boy's Championship Hockey Team

62 Mike Hayden and Alex Maresco from the Boy's Hockey Team recapped their season,
63 which was 16-2. They discussed the championship game, which they won 5-4.

64 Mr. Warburton congratulated them and discussed how good the last two games were.

65 The boys presented the plaque to Mr. Scully. Mr. Scully thanked the boys for being such
66 great student athletes.

67 The board congratulated the team.

68 Mr. Scully discussed the Common Core workshops, work done with David Pook, the
69 schedule survey going out to staff and additional parent and student surveys, building
70 level observations, Officer Smith's proposal for additional cameras is being discussed at
71 Community Council, and the renovations and budget savings for the school store and
72 learning commons.

73 School Climate

74 Mr. Scully stated that Peter Gagnon and a committee are examining trends as far back as
75 1995 for the school and in NH. They will be sharing their findings soon.

76 8 Period day

77 Mr. Scully stated that the schedule committee is working to get a survey out to staff,
78 parents, and students.

79 Recognitions

80 Mr. Scully recognized the SHS math team who finished in 1st place in the NH Southern
81 Math competition. He discussed the winter athletic teams, their great seasons, and
82 students who were nominated for athletic awards in the state. He discussed students who
83 were recognized for work in theater and music. He discussed work of an alumnus who
84 has been nominated for an Emmy and another alumni who won a Good Citizens Award.

85 Mr. Scully discussed the HYPE conference and how impressive it was. The students will
86 come next month to present to the board. The group won the Granite State Award.

87 Mr. Brown acknowledged the SHS drama and their excellent show last week.

88 Ms. Mullens asked Mr. Scully to explain the 8-period day survey.

89 Mr. Scully stated that the questions that are being asked are about enhancing
90 collaborative time, the impact of snow days, impact on student learning, and other topics.
91 He will share the survey with the board once it is finalized.

92 Community Council Report

93 Mr. Gagnon gave the report. He discussed the proposal for seniors to earn 0.5 wellness
94 credit for participating in sports. This proposal was voted down. The council is looking
95 at a student film festival to raise money for Community Council. There is a Senior
96 Project to bring back a composting program at the school. The council is also working on
97 a policy change for trimester classes and number of missed classes.

98 Ms. Mullens stated that Officer Smith introduced a proposal for additional cameras for
99 the staff parking lot, back student lot, and front lot for a total of 5 additional cameras.

100 Mr. Gagnon stated that currently they have about 60% of lots covered by cameras, but
101 would like to have more.

102 Mr. Grondstra asked if there are statistics that show cameras are needed in those areas.

103 Mr. Gagnon stated that there are a small percentage of incidents that are not covered by
104 the current cameras. Officer Smith plans to price out the purchase of the cameras once
105 Community Council approves the proposal. The cost should be low.

106 Ms. Mullens stated that Officer Smith should price out the cameras and take the cost to
107 Community Council with the current proposal.

108 Committee Reports

109 Mr. Brown stated that the policy committee is working on an Internet policy and will
110 bring the policy back to the board in May or June.

111 Ms. Mullens asked that the Budget committee meet in the next few weeks.

112 PUBLIC COMMENT

113 No comments were made.

114 CONSENT AGENDA

115 Ms. Mullens pulled item C, the retirement request, to discuss later in the meeting.

116 **Mr. Coughlan made a motion to approve the Consent Agenda containing the**
117 **Minutes for March 6, 2014; Treasurer's report for January 2014; Donations to the**
118 **SHS Student Activity Funds, \$258.70 donated by BAE Systems- Matching Gifts**
119 **Program to the First Robotics Club, \$1,000.00 donated by Controlair Inc. to First**
120 **Robotics Club, \$1,000 donated by the PTSA for student aid, and \$1,353.29 &**
121 **\$1,500.00 donated by the University System of New Hampshire for Ethics Forum**
122 **Hype. Mr. Brown seconded the motion and the vote was unanimous.**

123

124

125 **PRESENTATION**

126

127 Assessment

128

129 Mr. Scully stated that the presentation would take the board through the results of recent
130 assessments. The scores may not be where the school wants them to be, but leaves the
131 school excited by the work going forward. The school is looking to move forward with
132 new frameworks and alignment of the curriculum.

133 Ms. Heimarck discussed the data points that are being looked at in the presentation,
134 including NECAP, SAT, ACT, AP, PSAT, and CPA. There are common trends and
135 variability through the several data points. There is still some work to do to make sense
136 of all of the data. The school is in period of transition into new standards and engaged in
137 old assessments, which are not aligned to the new standards.

138 Ms. Heimarck discussed that the Reading scores tend to decline, as students get higher in
139 their schooling. SHS trends better than the national average, but the school would like to
140 see more students receiving proficiency. Many students are 1 or 2 points from
141 proficiency. She discussed strands that the NECAP reading assessment looks at.
142 Amherst/ Mont Vernon students across the grade levels do very well with vocabulary and
143 word ID. She discussed the shift in the new assessment with more emphasis on analysis
144 and interpretation. When comparing scores to other districts, SHS is right in the middle.
145 77% of state was proficient in reading. For this year's NECAP in math and reading there
146 was a decrease in performance across all grade levels throughout the state. The state has
147 not commented as to why.

148 Ms. White discussed the SAT scores for the seniors from 2013. The data is from 173
149 students and the last exam they student took. She showed the reading scores and the
150 district comparisons.

151 Ms. Heimarck stated that the rates of variability when comparing districts for the SAT
152 and NECAP do not align. SHS tends to be more consistent between the NECAP and
153 SAT scores.

154 Ms. Heimarck discussed the Math scores for the NECAP assessment. For the math scores
155 there is a more profound decrease from elementary to middle school to high school. The
156 Districts scores have moved up and down over the years. The state average is 36% of
157 students were proficient, while SHS 41% of students were proficient. 66 students were
158 substantially below proficient and 61 students were partially proficient in Math. She
159 discussed the district comparison data. The proficiency rates for all districts are
160 significantly lower than the proficiency rates in reading for all districts. She discussed the
161 implications of the results and how a number of the comparative districts have a different
162 culture built around assessment. They do a significant amount of test preparation in the
163 first 6-8 weeks of the year. This SAU k-12 does not do that. Teachers focus on
164 instructional quality and not test preparation. The highest strand of performance is in
165 Algebra and functions. This is good to see because that is where the focus has been. The
166 NECAP is given in early October, so the 11th grade test is testing content from 9th and

167 10th grade.

168 Ms. Swift discussed how the data is analyzed. All people taking the assessment are
169 compared. She discussed the length of time since students have seen the material. The
170 amount of retention is also considered.

171 Ms. Swift discussed that the PSAT scores show Reasoning as the highest scores as well
172 as numbers and operations. The lowest scores were in Problem Solving. Math in Focus,
173 the new resource for K-8, has a large focus on problem solving in the real world. The
174 school is excited about having a new resource for next year for grades 9-11. The AP
175 calculus scores, which are from a smaller group of students, shows SHS students are
176 strong at open response questions and they are very comfortable with those types of
177 questions. SHS students are not very comfortable with multiple-choice questions.
178 Teachers are working to incorporate more multiple-choice questions so students get more
179 exposure to those types of questions.

180 Ms. White showed the 5- year trend for the SAT scores in Math for SHS, NH, and the
181 Nation. She also showed the comparative districts scores for the SAT in Math.

182 Ms. Heimarck discussed the writing results from the NECAP, which is given in 5th, 8th,
183 and 11th grade. The trends are very hard to track. Writing will be tracked at each grade
184 level with new assessment. The school saw growth in the writing scores. The SHS
185 scores are in the middle when looking at the comparative districts. The writing on SAT
186 will become optional because colleges and universities have not found it very useful.
187 SHS scores also fell in the middle of the comparative districts for SAT writing.

188 Ms. White explained that all juniors take the PSAT and sophomores can elect to take it.
189 The PSAT qualifies students for a National Merit Scholarship. The PSAT is changing
190 also. The students get a very specific and detailed report and the departments get reports
191 to inform their instruction.

192 Ms. Mullens asked if writing would be on the PSAT in the future?

193 Ms. Heimarck stated that she thinks it will be optional, but there will be a writing
194 performance task on the reading assessments. She discussed other changes on the new
195 assessments.

196 Ms. White stated that there is a handout in the agenda packet that shows the SAT and
197 PSAT changes.

198 Ms. White discussed the ACT, which accesses a student's readiness for college. Students
199 can take the ACT as sophomores, juniors, and seniors. 106 students took the ACT in
200 2013. This assessment is also changing but not as significantly. It will be an adaptive
201 computer based assessment.

202 Ms. Swift discussed trends in the AP scores. There has been a decline in the number of
203 students taking AP exams, but there are fewer students in the school. 85.1% of students
204 received a score of 3 or better on one or more exam. At SHS there has been growth in the

205 number of students receiving a score of 3 or higher over the last 5 years. The exams are
206 becoming more inquiry based. Out of all the exams given to SHS students, 80% were
207 scored 3 or above and those students can receive college credit.

208 The board discussed that any student can take an AP class. Some AP courses like Math
209 and Language have prerequisites, but there is not a minimum grade needed to take an AP
210 class. Students also do not need a teacher recommendation to take an AP class.

211 Ms. Heimarck stated that AP classes have a very rigorous curriculum that end with a
212 summative assessment. Using the format of AP classes may help the school transition to
213 the new set of standards.

214 Ms. Swift stated that a very detailed document about what is taught for each AP course is
215 submitted to the College Board.

216 Mr. Gagnon stated that this process is very similar to the IB world. IB and AP are starting
217 to overlap more and more.

218 Ms. White discussed the Common Performance Assessments. They are used to assess
219 the ALEs. SHS was invited to be part of a cohort of schools to look at Common
220 Performance Assessment at a state level. The assessments are given in the fall to inform
221 the teaching. The assessments are given again in the spring to test what has been learned.
222 All subjects give an assessment for Effective Communicator (EC) and Complex Thinker
223 (CT). 74% of students met expectations for EC and 68% of students met expectations for
224 CT.

225 Ms. Swift stated that these assessments are helping to start conversations about the
226 expectations and how to work more collaboratively to improve student learning. These
227 assessments are very valid to use as a data point.

228 Ms. Heimarck stated that this kind of assessment k-8 is starting to be used also. These
229 grades have started using these assessments in the area of Math and brought in exemplars
230 with shared rubrics.

231 Ms. White stated that this is also a national initiative (through Stanford) to look at
232 Common Performance Assessments.

233 Ms. Swift stated that 9 states are participating and several teachers at SHS are
234 participating with four other districts in NH.

235 Mr. Maresco stated that the Math scores are low and he is concerned about example
236 Common Core math problems. The questions offered were incomplete, did not have
237 enough information, and were not clear as to what math skill was being tested for. The
238 schools numbers are already down and the school is changing to standards that do not
239 seem reliable.

240 Ms. Heimarck stated that the transition is well underway in Math and this process was
241 started much earlier k-8. These standards are not curriculum. The local curriculum is

242 built on the Singapore philosophy and their standards are higher in many places than the
243 Common Core. There is a clear distinction between standards and assessment. New York
244 was an early adopter of the Common Core standards. They accelerated their timeline and
245 made a new state assessment. The feedback is that the state assessment was rushed. The
246 Nashua news story raised a lot of concerns. The facts in the news story were not
247 articulated. The information was about the validation test that happened last year. This
248 was used to collect data about, at which grade level each item should be tested. There are
249 challenges in the pilot tests also, but most of the changes are about the web based and
250 adaptive test, not about the test items.

251 Mr. Maresco asked if there is a certain way the material is suppose to be taught because
252 many things that he has seen do not make sense.

253 Ms. Swift stated that in the Math department the teachers have spent a lot of time
254 unpacking the standards in the Common Core. There is no requirement about how to
255 teach the Math. The SAU is teaching Bar Modeling, which is not in the core.

256 Ms. Heimark discussed the number line and the emphasis of it in the core. The purpose
257 is for kids to have a deep understanding of numbers in different formats and having a
258 strong number sense.

259 Ms. White discussed students below proficiency and the tiered strategies that are being
260 implemented this year. The tiered strategies include curriculum in classroom, more
261 support in the classroom, and work outside the classroom.

262 Ms. Swift stated that teachers are looking at how to better support students in specific
263 skills. They are using a computer program called IXL, which helps to pinpoint specific
264 gaps and close them for students. The school is looking at programs that are very research
265 based to help students to get up to speed.

266 The board discussed the comparison districts. Most of the districts have a similar number
267 of students. Bedford is a larger district. The other districts do not share the number of
268 students taking the different assessments. The set of comparison districts was determined
269 6 or 7 years ago.

270 Ms. Heimark discussed the next generation of assessment called the Smarter Balance
271 Consortium (SBAC). The SBAC will be given in grades 3-8 and 11. It will be a spring
272 assessment that is summative, web based and adaptive. There is more integration of
273 performance tasks. She discussed the design process of curriculum, the development of
274 standards and adoption by 45 states, the development of content specifications
275 (connection btw. standards and assessment), and then the assessment development. The
276 assessments for all states are built from standards and content specifications. She
277 discussed content specifications, literacy content, and Math content. She discussed the
278 changes to SAT and the new SAT will be given starting in 2017. The SAT will be
279 aligning to the Common Core standards and new assessments. The SAT content and
280 expectations are changing for being college and career ready. The new SAT will mirror
281 the teaching and learning that is happening in high schools She stated that a presentation

282 about the SAT changes can be given to the board when the SAU has more information.

283 Ms. Janson asked how the school is working to get students more familiar with multiple-
284 choice questions.

285 Ms. Swift stated that the Math department has made a commitment to add multiple-
286 choice questions to all assessments. The new resource has great options and question
287 banks to help design those assessments.

288 Ms. White stated that another strategy is teaching students how to take a test. There are
289 practice questions online for the SBAC and can work with students to look at how to take
290 a test online. The College Board has partnered with Khan Academy to help prepare
291 students for the new SAT and PSAT. There has been a lot of discussion about the equity
292 of test preparation for the SAT. There will be a natural crossover now that the Common
293 Core and SAT will be aligned.

294 Ms. Heimarck stated that NWEA is given in the spring. K-8 took the Common Core
295 NWEA assessment last year and helped NWEA adjust the assessment based on feedback
296 from teachers. This year's NWEA high school assessment will be the new Common
297 Core NWEA.

298 Ms. Mullens thanked the presenters for all of their hard work. She is glad all of the
299 assessments are becoming more authentic and that the scores may self correct because of
300 how we teach our students. She is glad to see SHS is scoring better than the state and
301 national averages. She is also glad to see SHS is doing so well with AP exams and
302 college readiness.

303 **INFORMATIONAL**

304 Admin. Framework Committee

305 Mr. Warburton stated that a group of board members and SAU administration is looking
306 at how to place someone on an administrative contract. The group will have a draft to the
307 boards in May.

308 **DISCUSSION**

309 Field Trip Approval

310 Mr. Gagnon discussed the three fieldtrips being planned that need approval.

311 **Mr. Brown made a motion to accept the field trip to France during April vacation of**
312 **2015. Ms. Harrow seconded the motion and the vote was unanimous.**

313 The board discussed a new trip with Word Challenge Group to take students to Morocco
314 with a focus on Flora, Fauna, and Historical Perspective for April vacation 2015. They
315 discussed their concern about traveling to Morocco and approving trips to countries that
316 are considered dangerous.

317 Mr. Warburton stated that the board needs more information about the company and the
318 safety record of the company leading trips to Morocco.

319 Mr. Gagnon will go back to the leaders and ask them to get more information about the
320 trip and the company. The approval of this trip will be on hold till May to get more
321 information.

322 The board discussed the field trip approval process. The board would like to see trips
323 laid out for next year and approve them all at once. The board needs to have a larger
324 discussion about field trips. Both trips discussed so far this meeting are over \$3,000.00.
325 The board also wants to look at trips that are a tradition, the rhythm of trips and if there
326 are too many trips. They would like to consider a cap on the number of international
327 trips. The board has discussed ideas of how other schools run trips like Lawrence
328 Academy, but need to look at the ideas closer. The board would like to let staff know that
329 if want to lead a trip in the next year they need to have the information to the board by the
330 August meeting.

331 Mr. Warburton stated that this is a new policy and it may take three years to get the
332 process correct.

333 Mr. Scully discussed from a teacher's perspective how they choose to make trips. The
334 teachers tie the trips to curriculum and safety. The school needs to go back and build a
335 framework to help the board to say yes or no to trips.

336 Mr. Warburton stated that the board is putting their stamp on the trip and they need to
337 feel comfortable with the trips they approve.

338 The board discussed adding the safety of the trip to the field trip form and taking the idea
339 of safety back to the policy committee for discussion.

340 The board discussed a traditional Habitat for Humanity Trip for October 2014. This is a
341 trip for seniors and there is also a Habitat trip later in the year during Wintercession for
342 sophomores. The board discussed the tradition of this trip and why it happens in
343 October. Maybe there should be some conversation with students who took the trip
344 previously.

345 Ms. Janson discussed the trip and the schedule of it when her daughter attended. There
346 was homework and work time in the evening.

347 Mr. Gagnon will check with the leader to see if the trip date could be changed.

348 Ms. Mullens and the board thanked Mr. Gagnon for all of his hard work with the field
349 trip proposals and forms.

350 The board took a break at 8:40pm. The meeting started again at 8:55pm.

351 **ACTION ITEMS**

352 FY14 1st Quarter report

353 Ms. Shankel stated that this report ended March 31st. The LGC refund was \$31,000 more
354 than estimated and the total Revenue is \$105,000 greater. There were budget savings in
355 salaries and benefits. There was \$20,000 in savings in electricity and Natural Gas, which
356 is a great payback of the new roof and HVAC, especially after a cold winter. The bond
357 interest is a little more because the bond was sold at a premium. There was a total of
358 \$293,500 savings.

359 Ms. Shankel stated that the rates budgeted for LGC Health Insurance was a 4.4% increase
360 for next year. The new rates came in at -3.1% and the rates will be going down for the
361 first time in years. This will create a saving of \$120,000+ before starting the next year.

362 Budget savings proposals

363 Mr. Miner stated there are two items, which need action tonight. Mr. Miner explained
364 the Server AC replacement costing \$9,800. He explained why the server should be
365 replaced. The second item is the Sports Field Recovery Efforts. He explained what
366 needs to be done and what is planned for 2015 budget. He discussed what was budgeted
367 for in 2014. The total cost for the recovery efforts is \$27,000, but by using the budget
368 from this year the cost will be \$13,000.

369 **Mr. Coughlan made a motion to authorize the budget transfer for the Server AC**
370 **replacement and the Sports Field Recovery Efforts. Mr. Grondstra seconded the**
371 **motion and the vote was unanimous.**

372 Mr. Maresco asked for a discussion about changing how SHS reports the school's
373 statistics to colleges.

374 Ms. Mullens stated that she would add that to the agenda for May.

375 **Mr. Grondstra made a motion to go into NON-PUBLIC SESSION – RSA 91-A: 3 II.**
376 **(a)(b)(c) at 9:09pm. Mr. Maresco seconded the motion and the roll call all yes.**

377 **PRESENT:**

378

379 **SCSC Board Members:** Steve Coughlan, Mary Lou Mullens, Christine Janson,
380 Howard Brown, Peter Maresco and Pim Grondstra

381

382 **Administrators: Superintendent** Peter Warburton, **Principal** Rob Scully

383

384 **Non-Public Session**

385

386 Entered the non-public session from public session at 9:09 pm.

387

388 **Discussion: Retirement Letter from Linda Sakellar**

389

390 **Mary Lou Mullens** reported that there was a “request for retirement” letter in the
391 agenda package, from **Linda Sakellar**, and she had missed the cut off date. It was
392 also noted that she was vague on which year she wanted to retire. **Superintendent**
393 **Warburton** related that **Rob Scully** and he would contact her and get more
394 concrete dates. **Principal Scully** stated that Linda was an important member of the
395 staff, who produced great work, and wished she would never leave.

396

397 **Discussion: Nominations for 2014/2015**

398

399 **MOTION TO EXIT NON PUBLIC SESSION:**

400

401 At 10:52 pm **Steve Coughlan** made a motion to exit non-public session. Motion
402 seconded by **Pim Grondstra**. Unanimously accepted by roll call vote: Coughlan:
403 yes, Grondstra: yes, Janson: yes, Mullens: yes, Brown: yes, Maresco: yes.

404

405 **Steve Coughlan** made a motion, with **Pim Grondstra** seconding, recommending all
406 staff and administration for employment nominations. Unanimously accepted by
407 board.

408

409 **Superintendent Warburton** stated he supported all the nominations.

410

411 **MOTION TO ADJOURN:**

412

413 At 10:54 pm **Pim Grondstra** made a motion to adjourn the meeting. **Steve**
414 **Coughlan** seconded the motion and was unanimously accepted.