

1 **SOUHEGAN COOPERATIVE SCHOOL BOARD**
2 **Thursday, May 1, 2014**

3
4 **PRESENT**

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

8
9 Administrative Team: Peter Warburton, Betty Shankel, Nicole Heimarck, Rob Scully,
10 Kathy White, Gigi Klippa, Peter Gagnon, Ane Swift, and Jim Miner

11
12 Minute Taker: Beth Penney

13
14 Community Council: Jonah Foulks
15

16 **PUBLIC HEARING**

17 Ms. Mullens called the public hearing to order at 6:04pm to accept a donation.

18 Mr. Scully stated that Granite State College Award was given to Hype. The New
19 Hampshire University System gave a grant to Hype. The grant is to help Hype do
20 outreach to other schools.

21 Mr. Warburton stated that this money is from a settlement that is now given out as a grant
22 for ethics and philosophy education.

23 The board briefly discussed Hype and how it was started.

24 Mr. Coughlan asked if the grant was used to cover expenses for this year's conference
25 and if it has to be spent this year.

26 Ms. Shankel stated that the money will stay in the student activity fund and does not have
27 to be spent this year.

28 Ms. Janson asked how this year's conference was paid for.

29 Mr. Scully stated that some of this grant was used for this year's conference.

30 Ms. Mullens closed the Public Hearing at 6:10pm.

31 **CALL TO ORDER**

32 Ms. Mullens called the meeting to order at 6:10pm.

33 **ANNOUNCEMENTS**

34 Principal's Report

35 The board took a walkabout of the school from 6:10pm and 6:45pm.

36 Ms. Mullens stated that the board walked around the school to discuss architectural and
37 technology changes to enhance student learning.

38 Mr. Scully stated that on the first floor the plan is to create a space to support business to
39 career space to help students who are working with people in the community. They also
40 want to increase the size of the school store for accessibility to students. Finally, on the
41 second floor the idea is to create the Learning Commons, which would allow for online
42 learning opportunities and remediation from teachers.

43 Ms. Harrow asked about how faculty will be assigned to the Learning Commons, schools
44 store and the Community Learning space.

45 Mr. Scully discussed that Maggie Paul, John Young, and the business teacher would be
46 used help with the school store and Community Learning space. Regina and John Young
47 would continue to support the supervision of the school store.

48 Ms. Mullens stated that it was great to see what has been discussed for the changes for
49 next year.

50 Jim Miner discussed the costs of the renovations to create these spaces, as discussed on
51 the walkabout and found in the agenda packet. The total cost for all three projects is
52 \$29,895 and can be accomplished very quickly starting the last week on June using the
53 surplus funds.

54 Mr. Grondstra stated that these are great projects and moving the school in the right
55 direction. He discussed the concerns about the balcony and hoped that it would be used
56 for the Learning Commons. If the budget would allow for the necessary upgrades to have
57 an outdoor space when the weather is nice.

58 Ms. Mullens agrees and the ideas for these spaces will only benefit the students.

59 Mr. Miner discussed the ceiling tile replacement. These are expensive ceiling tiles and
60 that is why the repair is so much money. They are only going to replace the down stairs
61 area entryways. They will replace as many as they can for the \$10,000.

62 Mr. Coughlan asked if this is accelerating the multiyear replacement program for the
63 tiles.

64 Mr. Miner stated that yes, this is accelerating the replacement and the \$10,000 in next
65 year's budget is for replacing the tiles on the second floor because of the roof project last
66 year.

67 Mr. Miner discussed the gym bleachers need to be updated and repaired because the state
68 may soon be mandating bleacher inspections. The school will do an inspection every
69 year and will do the necessary repairs.

70 Mr. Miner stated that the server AC has been installed.

71 Mr. Miner discussed the kitchen ceiling tiles, which need to be refurbished. This
72 includes the removal of all of the old tiles, painting the grid, and replacing the tiles.

73 Mr. Miner discussed the sports field recovery, which was approved last meeting and the
74 work is underway.

75 Ms. Shankel discussed the network access control software suite, which will allow the
76 school to support the Bring Your Own Device and will help the school to know who is on
77 the network and if the devices meet certain qualifications. The broadband license will
78 allow for live streaming of programs from the school to the Internet.

79 Mr. Grondstra asked for further understanding of the broadband license.

80 Ms. Shankel stated that this is the purchase of the license and there will be an annual fee.
81 This license will allow the high school to send out information on a live stream over the
82 Internet. This could be used for graduation, board meeting, etc.

83 Ms. Shankel stated that this money for these expenditures is from the budget savings of
84 about \$290,000. The savings are from the LGC and electricity and fuel from new HVAC
85 and roof system.

86 Ms. Mullens asked if the board wants to vote all at once or pull anything out. This
87 money spent will go towards the cost per pupil.

88 Mr. Brown asked about the money approved last meeting.

89 Ms. Shankel stated that the items approved last month was for the server AC and the field
90 recovery efforts. These items are included in the grand total.

91 **Mr. Grondstra made a motion to accept the rest of the items on the project list. Ms.**
92 **Harrow seconded the motion and the vote was unanimous.**

93 Mr. Scully discussed Hosting Young Philosophy Education, Hype, which is a student run
94 and student centered group to discuss philosophy. They gathered 500 high school
95 students to discuss philosophy at UNH. The group created a video, which the board
96 watched.

97 Mr. Scully and the board discussed that Hype is mostly junior and seniors. Currently
98 only NH based. The grant is great for the group it will help them advertise and get more
99 schools and students involved. The group won the Granite State Award, awarded to the
100 student or group in the state that has had a significant impact. This is excellent for the
101 SHS students to receive the award for a truly student lead event.

102 Mr. Scully discussed the student teachers and how the school supports teaching teachers.
103 These educators are finishing up their college work, but will be with the school for the
104 rest of the year. He discussed course registration, teaching assignments, and the schedule

105 for next year. The school is excited about the hours based calendar. The additional time
106 will be looked at with the scheduling committee as to where to put the extra 20 minutes.
107 He discussed students and alumni who had been recognized this month.

108 Community Council Report

109 Jonah Foulks discussed a Community Council decision to have an NHIA sport count
110 towards a wellness credit was voted down and there has been an appeal. This will be
111 discussed. A proposal was brought by Officer Smith to add five more cameras to the
112 parking lots to gain visibility. He uses the cameras for property damage. There is limited
113 visibility because there are only 3 cameras now. He wants to add one to the visitor's
114 parking lot, one to the staff lot, and add 3 more to the student parking areas. The council
115 will discuss the cameras and make a recommendation to the board.

116 Mr. Grondstra asked if there are any statistics as to why cameras would be needed in
117 those areas.

118 Mr. Brown about having a break out of the incidents on campus.

119 Mr. Scully stated that the board would see a summary of that tonight.

120 Ms. Mullens asked if the paper towels/ hand dryers proposal and if it has been brought
121 forward to the council.

122 Jonah stated that it had not.

123 Committee Reports

124 Mr. Brown stated that the policy committee is next Wednesday.

125 Mr. Coughlan stated that the PPC met yesterday. They have scheduled negotiations for
126 the fall starting September 8th, but may meet in the summer to kick off the work. The last
127 day is November 19th, but they hope to be done before then. The length of the contract is
128 part of the discussion.

129 **PUBLIC COMMENT**

130 None

131 **CONSENT AGENDA**

132 Mr. Coughlan made the following corrections: Line 52: Ann Logan; Line 69: schedule;
133 Line 94: wad to was; Line 212: summative, not formative; Line 284: remove the word
134 summative; Line 386: Field, not Filed.

135 Mr. Maresco asked to change line 235: Common Core and testing, he was objecting
136 because the questions offered were incomplete and did not have enough information and
137 were not clear what math skill was being tested for.

138 **Mr. Coughlan made a motion to accept the minutes as amended. Ms. Harrow**
139 **seconded the motion and the vote was unanimous.**

140 **Mr. Grondstra made a motion to approve the donation to the SHS Student Activity**
141 **Fund-\$6,488.36 from the University System of New Hampshire for the Ethics**
142 **Forum Hype. Ms. Harrow seconded the motion and the vote was unanimous.**

143 **PRESENTATION**

144 Senior project – Tina Huang

145 Tina is a senior at SHS and sharing part of her senior project. She would like to move
146 SHS off the National Lunch Program. She explained the National Lunch Program rules
147 and regulations. She discussed how the money is handled and that much of the food is
148 processed, canned, or frozen fruits and vegetables. She showed a pie chart for where the
149 money for this program goes. 75% of the funds go toward processed foods. She
150 personally buys lunch every day; both hot lunch and the salad bar have processed foods
151 as the options. She discussed the health risks of processed foods and lack of nutritional
152 content. The school needs to limit the processed food and budgetary concerns moving off
153 the lunch program. Students would have to pay more for the higher quality foods and the
154 school would support the free and reduced lunch program. She discussed a survey, which
155 was randomly given to 15 students in each grade level. She shared the results of the
156 students wanting greater choice, larger portions, and better foods. She proposes that SHS
157 lead schools in dropping off the National Lunch Program.

158 Tina and the board discussed that Danielle initially proposed this proposal to the cafeteria
159 committee. Danielle has worked out the budget concerns and was most concerned about
160 what the students thought. They discussed that there are 40 students on the free and
161 reduced lunch program. The cafeteria does not rely heavily on the money from the free
162 and reduced lunch program because there is not very much. There is about \$20,000 for
163 the free and reduced lunch; about \$9,000 from Title One (which is decreasing every
164 year), and the buying power for the commodities from the USDA would disappear. Hot
165 lunch is currently \$3.25 and would increase to \$4.

166 Ms. Shankel stated that the impact of the new regulations on the a la carte items allows
167 for only 14 to be eligible and this will not be a viable program next year. The
168 commodities in NH are not managed and there is no planning ability with how the
169 commodities will be used. The Title One has been on a decline and speaking with Nicole
170 Heimarck the operation of Title One is being as regulated as food service, almost to a
171 point where the money cannot be spent where it is needed. Ms. Shankel would support
172 this idea to remove the school from the National Lunch Program. Our lunch staff is
173 much more creative and has turned to processed foods to meet compliance, but try to not
174 have processed foods in our school lunch program. The school cannot purchase foods
175 from the manufactures because of the new school lunch regulations. The school is at a
176 point where they cannot even buy certain products. It does make sense for SHS because
177 do not the school does not have a high reduced and free lunch program.

178 The board and Ms. Shankel discussed that only SHS would have to be removed from the
179 National Lunch Program and that it does not make sense at the Middle school and
180 Elementary schools. SHS could always go back to the National Lunch Program in the
181 future. The SAU and Danielle need 6mo. to a year for planning. This could bring a
182 college campus flare to the cafeteria at SHS.

183 Mr. Warburton stated that he had met with Danielle to discuss the Farm to School
184 Program. He strongly supports this idea. The program will take time to get going and
185 Danielle is very passionate about it. The school should take the leap to do this. He
186 thanked Tina for presenting.

187 The board thanked Tina for presenting also.

188 School climate

189 Mr. Scully discussed how the data was put together using the Youth Risk Behavior
190 survey and the data collected from incidents at SHS.

191 Mr. Gagnon discussed the survey and the data tracking back to 1995. He discussed
192 historical trends and changes in those trends. The information looks at Alcohol, Tobacco,
193 Drug, Suicide, Safety, Sexual activity, and Physical activity. The data is broken down by
194 age group, male and female, and compares SHS to the state trends. He discussed the
195 alcohol trends and that these trends have decreased in the last 6 years. For about 95% of
196 the questions SHS is 2-5% below the state averages. He discussed the school safety
197 trends for aggressive behavior from 2010-2013 and there is a declining trend.

198 Mr. Scully discussed harassment and the threshold for what harassment is. The SHS
199 numbers represent not just a claim, but also a substantiated claim. The school is still
200 working on a best model. The school does not ignore the initial claim. They work to
201 better understand the interaction between the students. John Young and Officer Smith
202 are looking at how other schools look at harassment. SHS maintains very detailed notes
203 about claims and what is done with the claim.

204 Mr. Gagnon discussed the decline in tobacco and drug use. The school has a part time
205 person working with the Youth Council so the school can fine tune the programs that
206 students need. Truancy is also a declining trend. He feels positive about the school
207 climate and culture this year. He discussed existing structures that help with climate and
208 culture including advisory, health classes, the school resource officer, Psychologist,
209 social worker, student assistant councilor and the Healthy Connections Program. The
210 Healthy Connections program focus this year was as follows: Freshman – sexting;
211 Sophomores – motivational speaker; Juniors – Anti bullying; Seniors – It Can Wait
212 Campaign – stop texting and driving. He discussed relationships with outside
213 organizations that support students at SHS. The school has internal and external access to
214 programs to give students the supports they need. He discussed the Core Team, which
215 focuses on improving school climate. He took 30 freshman and sophomores to an Anti-

216 bullying conference this past fall.

217 Ms. Mullens asked about replacing the Drug and Alcohol councilor who had
218 relationships with the students.

219 Mr. Scully stated that Student Services is not a guidance office, but really offers student
220 services. He discussed that relationship building is important, but may only serve a small
221 percentage of students. The school will continue to look at how to fill this position in
222 future years.

223 Mr. Warburton and the board discussed the trends going down.

224 Staff evaluation

225 Mr. Scully reviewed the process and in June will give more data. He discussed the
226 overview of what is used and how the process works. He discussed the objectives
227 including visibility and the intention to create a supportive, collaborative tone, but also
228 maintain accountability in the leadership team. He discussed the break down of which
229 teachers the leadership team observed and how the data is tracked for professional
230 development, absences, etc. He discussed the walk through schedule, which makes sure
231 that the whole school is covered for the walk through and that the whole leadership team
232 sees all teachers over a period of time. The leadership team keeps a walk though log on a
233 Google document to ensure all teachers have had a walk though. The administrative team
234 has been getting positive feedback from the staff and PPC. He discussed the Professional
235 Development Plan and how that works for teachers. By working through the Professional
236 Development Plan it helps to make a connection between the teachers and the
237 administrators. He discussed the Career Growth process and its place in CFG. The
238 administrators ensure that Career Growth is happening and sign off on it. He discussed
239 the pre-conference and post-conference that occurs before or after an observation. He
240 discussed the observation and looking at the classroom environment and instruction. The
241 observation is written in a 3-5 page narrative and ends with recommendations and
242 commendations. He discussed how the leadership team is reading a book called
243 Leverage Leadership and Thoughtful Classroom to meet with teachers more often. This
244 will create a climate where the leadership team and teachers will form a climate of
245 discussing how to improve instruction. He will show data of how many observations and
246 the types of observations in June.

247 Mr. Warburton and the board discussed how this process is thorough, valuable, and
248 excellent work.

249 Mr. Scully stated that the new tools would help to manage the time writing the narrative.
250 The approach is to be smaller and allows more time to discuss with the teacher. He likes
251 the pilot of the new tool.

252 Mr. Warburton shared a document with the board, which has significance to the special

253 education concerns. This is work done by the Bow school district to look at the cohort
254 group for the cost of special education to schools. There is tons of information in the
255 report and it is a public document that can be found on the Bow district website. The cost
256 to the Bow District was about \$6,000 for this third party out-of district person to survey.
257 The SHS district may want to do something similar and it is important to look at as the
258 board goes through the budget study committee this summer. The survey looked at
259 spending and the number of students and staff. He will send the document to the board
260 electronically.

261 **DISCUSSION**

262

263 College reporting

264 Mr. Maresco wanted to discuss college reporting and how the current approach, which
265 replaced the decile system, does not provide the best image of the school. With the
266 current reporting approach, the school reports roughly 4% of the students with GPAs
267 above 4.0 then reports approximately 65% of the students with GPAs between 3.0 and
268 3.99. He felt that this distribution did not appropriately reflect the effort of students
269 taking AP and Honors classes and wondered if different distribution methods could be
270 considered. His desired approach would be to use a 5 point scale and weight grades for
271 AP (A=5.0) and Honors (A=4.5) classes to more appropriately reflect the extra rigor of
272 these courses. If that is not acceptable, he then recommended providing a distribution
273 along grade lines rather than the GPA steps currently used. He suggested keeping the 0.5
274 increments but starting the highest range as 3.75 to 4.25, next 3.25 to 3.749 and so on.

275 Mr. Coughlan stated that the distribution of grades is not normed. The standardized tests
276 are normed. Everyone else's grades are suspect and to others SHS grades are suspect.
277 This is not important because the college administrators would have to look at the
278 individual schools.

279 Mr. Maresco also stated his concern about local recognition. Highest honors are reserved
280 for students who achieve all A's in their courses. However, there could be students taking
281 multiple AP courses, participating in multiple sports and working outside of school who
282 might be kept out of highest honors because of a B+ in an AP class. Weighting the grades
283 and awarding highest honors/high honors/honors based on GPA would acknowledge and
284 reward the extra efforts of students taking rigorous AP courses.

285 Ms. Harrow stated that a student's transcript shows the AP classes and honors classes.

286 Mr. Maresco reiterated that he feels strongly that grades should be weighted. Assuming
287 minimal impact on college applications since most colleges use their own weighting
288 systems. Mr. Maresco stated that the idea of local recognition needs to be taken into
289 account. The list of students achieving highest honors, high honors and honors is
290 provided in the newspaper and is read widely in the community. When a student's name
291 shows up at a lower level, there is no indication of the degree of difficulty of the courses
292 they took. Weighting the grades and awarding honors based on GPA would properly
293 acknowledge the effort of all students.

294 Mr. Grondstra discussed an article about grading in this past Sunday Parade section. A
295 teacher was asking about grade point averages and how they are calculated for awards.
296 An A average in 8 classes should count more than for an A average in 5 courses. The
297 article discussed simply totaling the number of points for the grades in all courses.
298 Students would get rewarded more for taking more or harder courses.

299 Mr. Maresco stated that grades could be inconsistent because they are based on a
300 teacher's expectations of each student. The demands for some students to achieve an "A"
301 can be much higher than other students due to drastically different expectation levels.

302 Ms. Mullens stated that this is a topic for the Academic Excellence Committee and an
303 appropriate place for the discussion to happen. The board cannot create a grading
304 system, but the excellence committee is the venue to have that discussion.

305 Mr. Warburton agreed that the Academic Excellence Committee is the place to begin this
306 discussion.

307 Staff breakfast

308 The board discussed doing a BBQ or a breakfast. They determined a breakfast would
309 allow all board members to be present. The board determined the late start on June 3rd
310 would be a good time and that the student teachers should be recognized at the breakfast
311 for all of their hard work.

312 **ACTION ITEMS**

313 Field trip approvals

314 Mr. Gagnon stated that he had emailed the information earlier to the board, so they
315 can have an easier conversation. The Morocco trip is on hold. He discussed the
316 Habitat trip and that October this is the ideal week for the trip because of the
317 weather and how active Habitat is in the south. The trip organizer felt that April
318 vacation would be too busy for seniors because of Senior Project, AP classes, and
319 College applications. The students would miss 5 days of school the last week in
320 October. This is a historical trip that has run for the last 8-10 years.

321
322 Mr. Maresco voiced his concern about the impact of missing days is higher because
323 of the shorter year and the intense learning during the day. He impact of missing
324 school is too great and he cannot accept that.

325
326 Ms. Mullens stated that the board could discuss this in Non-public, when they
327 discuss the number of recommended days a teacher should miss for field trips.

328

329 Mr. Coughlan stated that this is not a required trip and the students and their
330 parents make their own judgment if students should to go on this trip or not.

331

332 Mr. Maresco discussed an example of missing a class for so many hours a week.

333

334 Ms. Harrow stated that these students are all seniors and there is time set aside each
335 night for homework to be done. There needs to be a statement for personal
336 responsibility for the seniors.

337

338 Mr. Grondstra stated that he sees Mr. Maresco's point but agrees with Mr. Coughlan
339 and Ms. Harrow. The board needs to make sure the seniors are accountable for their
340 actions. They need to know the ramifications of missing class.

341

342 Mr. Maresco stated that this trip should go when class time is not being missed. The
343 trip is affecting everyone who stays behind because the dynamics of the class will be
344 greatly affected.

345

346 Mr. Gagnon stated that 18-20 students could go because of the 10-1 ratio.

347

348 Mr. Warburton stated that the school should collect data about the number of
349 students going on this trip or other trips and how they manage the missed work.
350 This data and information would help to make decisions in the future. Even student
351 interviews could be helpful.

352

353 Mr. Gagnon stated that the students on the trip this year were out for 5 days. He
354 could gather some data from them.

355

356 The board and Mr. Gagnon discussed why the trip had to happen in the South and
357 not else where a different time of year. Habitat is not active in the winter when the
358 school has vacations.

359

360 **Ms. Janson made a motion to approve the Habitat trip. Ms. Harrow seconded**
361 **the motion.**

362

363 Mr. Grondstra asked Mr. Gagnon to get data from this year's trip and to continue to
364 do that.

365

366 Ms. Mullens asked to get some of that data at the June meeting to help make future
367 decisions.

368

369 **The vote was Janson-yes, Brown-yes, Mullens-yes, Coughlan -yes, Gronstra-yes**
370 **and Harrow -yes; Maresco - opposed.**

371

372 Music trip to Florida

373

374 Mr. Gagnon discussed that this is a bi-annual trip for the Band and Chorus students
375 happening the Thursday-Monday over February break. Students and staff would miss 2
376 class days. There is a \$1,250 cost and one fundraising opportunity. He discussed how
377 this trip is important to create inspiration and focus to perform to a group of strangers.
There is two days out of class, but this is a tremendous opportunity for students, and he is

378 comfortable with this trip for next year.

379 The board discussed that most students have the opportunity to go on this trip twice
380 during their time at SHS, but many choose to only go once. Students are given lots of
381 advance notice and good fund raising opportunities.

382 Mr. Scully and the board discussed parents chaperoning and what needs to be considered.
383 If the school does not want teachers out of the classroom then the board must consider
384 involving parents, but need to think about what needs to be considered. They discussed
385 criminal background checks for all volunteers. Mr. Warburton stated that the current
386 policy does not say if the volunteer is alone they must have a background check. The
387 policy will be discussed at the next policy committee. They discussed that this trip need
388 more chaperones because of the size of the band and chorus. Parents are also used during
389 community service days. The board discussed looking at what other schools do when
390 they use parent volunteers. There is no discounted price to have multiple background
391 checks done at once, but there are different types of finger printing and background
392 checks. The board and school wants to engage and embrace the community and finger
393 printing does not do that, but the school needs to cover its self.

394 Mr. Warburton stated that he wants our schools to be safe but also want our parents and
395 community to be involved in the school.

396 **Ms. Harrow made a motion to approve the Music trip to Florida. Mr. Grondstra**
397 **seconded the motion and the vote was unanimous.**

398 Mr. Grondstra asked that the form be changed to include a title for what the trip is and the
399 name of the trip.

400 2014-15 School Year Calendar

401 Ms. Mullens stated that this was seen at the SAU meeting.

402 Mr. Warburton stated that the Mont Vernon and Amherst school boards had approved the
403 calendar.

404 **Mr. Coughlan made a motion to approve the 2014-2015 School Year Calendar as**
405 **presented. Ms. Harrow seconded the motion and the vote was unanimous.**

406 Ms. Mullens and the board discussed the June meeting agenda.

407 **Ms. Harrow made a motion to go into NON-PUBLIC SESSION – RSA 91-A: 3 II.**
408 **(a)(b)(c) at 9:42pm. Mr. Grondstra seconded the motion and the roll call was all**
409 **yes.**

410