

**FINAL MINUTES**  
**SOUHEGAN COOPERATIVE SCHOOL DISTRICT BOARD MEETING**  
**THURSDAY MARCH 10, 2011 6:00 P.M.**  
**SOUHEGAN COOPERATIVE HIGH SCHOOL INFO CENTER**

**Present:**

**Souhegan Cooperative School Board:** Howard Brown, Steve Coughlan, Pim Grondstra, Fran Harrow, Chris Janson, Jeanne Ludt, Mary Lou Mullens

**Administrative Team:** Jon Ingram, Dr. Mary Jennings, Betty Shankel, Colleen Meaney, and Renea Sparks, Nicole Heimark

**Minutes Recorder:** Melissa Spicer

Dr. Jennings called the meeting to order at 6:04pm.

I. CALL TO ORDER

Dr. Jennings opened with public hearing to accept the donation of \$10,000 from the Donna Anne Poulack Foundation in support of Souhegan High School.

Ms. Shankel explained that this is a \$10,000 donation from The Donna Anne Poulack Foundation in support of Souhegan High School.

Mr. Ingram explained that the daughter of the woman who the foundation is named after currently has a son in the school and feels the school has done well supporting that student and his special needs. He said the donation would be used to support students with IEP's. He explained that the special education leader has been discussing the details of the donation with Renea Sparks and himself to decide how to best use the funds.

The Board moved out of the public hearing into the organizational meeting.

II. ELECTION OF SCHOOL BOARD OFFICERS

**Mr. Coughlan nominated Chris Janson for Chairman, and the nomination was seconded by Ms. Harrow. The vote was unanimous (7-0-0).**

**Ms. Ludt nominated Mary Lou Mullens for Vice-Chairman. The nomination was seconded by Mr. Coughlan. The vote was unanimous (7-0-0).**

**Ms. Mullens nominated Howard Brown for Secretary. The nomination was seconded by Mr. Grondstra. The vote was unanimous (7-0-0).**

III. COMMITTEE ASSIGNMENTS

Ms. Janson went through the committees. The following changes were made from the 2010-2011 school year:

-Ms. Harrow asked to join the manifest committee if Howard were willing to give up his position. She asked to shadow the committee members first. Ms. Ludt suggested Pim also be involved. They agreed to set up an orientation type of meeting.

-The Contract Food Service Committee was removed since it is no longer needed.

-Mr. Grondstra said he would like to find out what was involved in the Publicity/Communications committee and that he would like to try it.

-Ms. Shankel said the Brick School Improvement Committee must meet once a year to discuss how the money will be spent.

#### IV. APPOINTMENT OF SCHOOL DISTRICT OFFICIALS

**Ms. Harrow made a motion to keep Ann Logan as Treasurer and Nancy Baker as Clerk is they are willing for the FY12 year. The motion was seconded by Mr. Coughlan. The vote was unanimous (7-0-0).**

Ms. Janson called the regular Board meeting to order at 6:24pm.

#### I. CALL TO ORDER

#### II. ANNOUNCEMENTS

Dr. Jennings announced that the Souhegan budget passed and the teachers' support staff agreement also passed.

Dr. Jennings said she also wanted to let the public and board know that the governors proposed budget was passed out at the legislator's tea event she recently attended. She said that seven legislators, including Speaker of the House, came to the event. She said the administrators pointed out that in the proposed governor's budget, the teacher's retirement share would mean SAU# 39 would need to find an additional \$873,091 to add to the budget. She said the administrators would work to find where that money would come from if it passes. Dr. Jennings explained that some of the cuts may involve positions, and the district is required to tell teachers by April 15<sup>th</sup> if they are going to be cut. She told the Board that they are aiming to let them know where the money will come from by first week of April. She said the administration would decide on the details by the end of March, but the budget has to go through the Senate and will not be passed in time to legally notify teachers.

Dr. Jennings recommended the Board look into finding where this money could come from. She said the administrators also pointed out to legislators that the proposal to not fund building aid and reduce catastrophic aid would mean another \$1, 183,788 to the tax rate, but would not necessarily affect the budget.

Ms. Ludt said the district could have a special meeting where voters could decide if we could that amount could be added to the budget.

Mr. Coughlan said the Board would have to propose a new budget and go through a whole other deliberative session and voting day.

Ms. Ludt said the responsible thing to do would be to take this back to the public.

Dr. Jennings said she spoke with teachers to help them understand what this could mean to the budget of their towns.

In response to a question from Ms. Ludt, Dr. Jennings said there was a possibility of the towns coming together for a lawsuit but that the change wasn't necessarily an unfunded mandate. The mandate already exists, and the government would just be adjusting the share.

Ms. Shankel said that the district was given a written amount that was used for budgeting from the NH retirement system and that this was the number used in the budget that just passed.

Ms. Ludt expressed her discontent with the possibility of the change and said it is unfair to drastically change the number in the budget after the budget has already been passed. She suggested a lawsuit where the government could not take action until the issue was resolved.

Dr. Jennings said NH school administrators met with attorneys and the deadline to notify teachers by April 15<sup>th</sup> is a firm deadline. She said many administrators are trying to be flexible with how to get this money, and its not that these positions cannot be brought back once a decision is made on or by June 30<sup>th</sup>.

### **Principal's Report**

Mr. Ingram said he attended his first Fang Fest and there was a lot of energy and that it was a great experience. He also announced that a couple of weeks ago the school hosted about 25 schools for a math meet. He said it was well run. He said the high school also had a poetry out-loud competition and one student won the semifinals and would be attending the finals. He also mentioned the success of both the boys and girls basketball teams. Mr. Ingram also congratulated the mock trial team for winning the state championship and said they are going to Phoenix, AZ for nationals.

### **Community Council Report**

Ms. Mullens gave the Community Council report, which included an update on Fang Fest and Penny Wars.

### **Committee Reports**

#### **PPC Bullying Policy Committee:**

Mr. Coughlan said the previously discussed policy for bullying was for student on student bullying and that this policy was proposed to prevent faculty on student bullying.

Ms. Mullens suggested making it be an SAU policy.

Ms. Harrow said it would need to be adopted independently by each district and discussed with the PPC as well before being passed.

Mr. Coughlan suggested going to the PPC, viewing existing policies and drafting a new policy with the PPC to start with. He said he would work on discussing it with the PPC.

**Policy Committee- Fundraising Policy:**

Mr. Brown said the policy committee met Wednesday and is working on the fundraising policy.

Ms. Mullens said she and Mr. Ingram met to address just Souhegan High School, but she said it would be great to extend it SAU wide.

**Form Bus Ridership Study Committee:**

Ms. Janson said the Board planned to assign a committee for this study.

III. PUBLIC TIME

Ms. Janson asked if there were any comments from the public, however there were none.

IV. CONSENT AGENDA

**Ms. Harrow made a motion to accept the Consent Agenda containing the minutes from December 2, January 4, January 10, January 14, February 6, and February 8, the treasurer's report, manifest, and Student Activity 2<sup>nd</sup> Quarter Financial Statement. The motion was seconded by Ms. Mullens. The vote was unanimous (7-0-0).**

**Entry Plan**

V. PRESENTATIONS/REPORTS

Mr. Ingram presented his Entry Plan. He said his goal when arriving at Souhegan was to spend the year learning, as opposed to doing and changing. He explained that he believes it is important to "go slow to go fast." He said the goal is change for the sake of improvement and sustainability.

Mr. Ingram explained that in order to decide on some of the changes he would be implementing, he met with the School Board and with staff and the community in small groups. He said he had two people record the responses of staff and the community to many of the same questions. Some discussion was allowed, especially among the staff. He said the process limited any responses from administration because the intent of the entry plan was to listen. After getting responses, Mr. Ingram formed an action plan.

He explained what the most common answers were for each group and what most people wanted to see stay, change and add. Mr. Ingram went into some detail about each of these responses.

Mr. Ingram said the next steps would be to collectively review the feedback, decide what it means, create a form of action and take this to the students for feedback. He said the feedback must have meaning and the students should feel like that feedback will be used to better the school.

Mr. Ingram outlined the plan on a month-by-month list. He explained that the school needs to recommit to common core beliefs by reading through the founding documents. His future plans are to take the school's accomplishments and apply them to the founding values and beliefs of the school. He said by June, he would like to have a clear structure and defined system to create a shared vision and beliefs. He said there are things that may not be the best practices anymore and the school needs to be critical of itself in order to be the best it can be.

Ms. Mullens said she liked this approach and the idea of having the staff members being critical of themselves whether than having the administration coming up with initiatives.

### **Preliminary NECAP Results**

Nicole Heimarck presented preliminary 2010 NECAP data to the Board. She reminded those present that 11th graders take the test, so comparison to other years means a look at different students. Data shows 83% proficient or proficient with distinction for reading compared to 78% in 2009. In mathematics, Souhegan High had 50% proficient or proficient with distinction in 2010 compared to 48% in 2009. In response to a question by Mary Lou Mullens, Ms. Heimarck said that the 2% increase may be within statistical error. In writing, Souhegan students had 50% proficient or proficient with distinction compared to 60% in 2009. Ms. Heimarck explained that this drop may be due to the fact that each year, a different type of writing is evaluated and reported. Data for Amherst Middle School and other NH high schools was also presented to the Board. Ms. Heimarck said that scores at the high school level are affected by the fact that secondary students typically do not take these tests as seriously as younger students. Complete NECAP results will be presented at a school board meeting in the next few months.

### **FY11 Quarterly Report**

Ms. Shankel presented the quarterly report. She said in the Fall the recommendation was to set a low catastrophic aid and the district has \$123,000 extra revenue coming in. She also said the district had savings in salaries and benefits of \$184,000.

### **Accept Donation**

### VI. ACTION ITEMS

**Ms. Harrow made a motion to accept the donation of \$10,000 from The Donna Anne Poulack Foundation. The motion was seconded by Mr. Grondstra. The vote was unanimous (7-0-0).**

Mr. Coughlan thanked the foundation for the donation on behalf of the Board.

### **FY11-12 Calendar**

Dr. Jennings handed out a memo and said she hoped the Board would consider her proposal. She proposed that classes be held May 27<sup>th</sup> and that the Professional Day scheduled for staff that day be rescheduled for Monday June 27<sup>th</sup>. She also proposed that the Board vote to grant the superintendent the authority to submit a request for a waiver of the 180 day requirement from the Commissioner of education as authorized by RSA 189.2 should future school cancellations occur this school year, with the understanding that all SAU#39 schools still meet the state requirement for instructional hours.

**Ms. Mullens motioned to change the professional day from May 27<sup>th</sup> to June 27<sup>th</sup>, to hold classes on May 27<sup>th</sup>, and to grant the superintendent permission to submit a waiver to the Commissioner of education. Mr. Brown seconded. The vote was unanimous (7-0-0).**

Dr. Jennings said she would discuss the proposals with the other school boards.

Dr. Jennings suggested a 180 day hourly calendar as opposed to last year's 175 day calendar with minutes added because the previous calendar caused problems with hourly staff schedules.

Ms. Harrow asked if there were to be a 180 day hourly calendar, how this would affect hourly staff. She suggested offering professional development days so that hourly staff would not be losing money.

Mr. Coughlan commended the unions for trying to make this work.

Ms. Mullens said she hoped the 180 day hourly calendar would pass for next year but wanted to do what was best for the students.

Dr. Jennings the employees bargaining units recommended to start school before Labor Day, as did the administrators. This would mean school would start August 31<sup>st</sup>, with professional development on August 30<sup>th</sup>. Dr. Jennings said the Board gave administrators permission to decide on late starts and when to schedule professional development days but asked that the school boards vote on the start and stop day and the vacations.

Ms. Ludt said they must look into when the elections will be held in January to make sure those are not included in the calendar.

Ms. Mullens asked if there was any chance of going forward with a 180 day hourly calendar.

Dr. Jennings said it must be decided on by April 1<sup>st</sup>.

**Ms. Mullens made a motion to move to a 180 day hour based calendar, contingent upon approval by the employee associations. If not approved, Ms.**

**Mullens asked that the district use a 180 day based calendar as discussed. Ms. Ludt seconded the motion. The vote was unanimous (7-0-0).**

**Certificate of appropriation voted in**

**Ms. Ludt Made a motion to authorize the school board, the school district clerk, and superintendent to sign to the certificate of appropriations (MS-22). Ms. Mullens seconded the motion. The vote was unanimous (7-0-0).**

**Policy FF- Dedication and Naming of Facilities**

VII. DISCUSSION

Dr. Jennings presented the policy and outlined some of the highlights:

-The board shall make the final decision for the naming of all facilities and retains the right to the decision at any time.

-The board may set up a committee to bring back a decision within 60 days, and the suggestion of the name should be brought forth 3 months prior.

-The policy outlines the guidelines for the naming of a facility

Mr. Coughlan asked to remove the second sentence in section A of the policy, which says, "The administration shall appoint the chairman of the committee."

Mr. Grondstra recommended that the first sentence of section A say, " The school board shall appoint a committee of citizens and district representatives to determine the names of any new facilities."

Mr. Coughlan said that the plaque for the annex building has not yet been put up, and Dr. Jennings said she would see that it be put up soon.

VIII. NON-PUBLIC SESSION

**Fran Harrow motioned to move to a non-public session RSA 91-A:3 II (a) (c) at 8:50pm. The motion was seconded by Pim Grondstra. The vote passed by roll call vote (7-0-0) Mullens: yes, Ludt: yes, Brown: yes, Coughlan: yes, Grondstra: yes, Harrow: yes, Janson: yes.**