

**Souhegan Cooperative School Board**  
**Thursday, November 4, 2010**

**Attendance**

Present

Chairman Steve Coughlan, Mary Lou Mullens, Jeanne Ludt, Chris Janson, Howard Brown, Fran Harrow, and Pim Grondstra.

Administrative Team

Jon Ingram, Mary Jennings, Renée Sparks and Elizabeth Shankel, Colleen Meany, Bob Thompson, Gigi Klippa, Chris LaVoie

Community Council

Scott Doyle

Minutes Taker

Beth Penney

**Call To Order**

**Call to Order**

Mr. Coughlan called the meeting to order at 6:05pm.

**Announcements**

**Announcements**

Pam Coughlin was presented a gift from the board as a thank you for her service.

Principal's Report

No additions or questions.

Community Council Report

Scott Doyle stated that Paul DeMinico came into talk to council. He is a superintendent of another school district and is assisting the district in finding a new superintendent. Mr. DeMinico asked the council how he could help.

Scott Doyle stated that a proposal to use cell phones and iPods as agendas was voted down and the proposal to have a minority report was tabled.

Ms. Mullens stated that the council welcomed the new members to council and the council is now full.

Committee Reports

No reports.

47 **Public Time**

**Public Time**

48

49 Joe Esposito stated that he tried to go online to find out information about the  
50 community council and could not find it. He was specifically looking for the mission  
51 and authority of the council.

52

53 Ms. Mullens stated that is a good point and that information, including the bylaws,  
54 should be on the website.

55

56 Ms. Ludt stated that there was a website, but it was only available to the community  
57 council. There should be a broad explanation of the bylaws.

58

59 **Consent Agenda**

**Consent Agenda**

60

61 **Ms. Harrow motioned to table the October minutes. Ms. Janson**  
62 **seconded the motion and the vote was unanimous.**

63

64 Ms. Ludt asked for an explanation of the "0760 entry" in the treasurer's report.

65

66 Ms. Shankel will get an explanation for "0760 entry" and come back to the board.

67

68 **The Consent Agenda containing the treasurer's report, manifest, and transfers**  
69 **was adopted.**

70

71 **Presentations/ Reports**

**Presentations/ Reports**

72

73 FY12 Budget – Draft 1

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75 Mr. Ingram presented the draft of the FY12 budget.

76

77 Mr. Ingram stated that he is presenting a budget proposal with a 0.1% increase,  
78 because the school and administration made responsible decisions to meet the  
79 needs of the school for next year.

80

81 Ms. Shankel explained the difference between the Fund 10 budget and Total budget.

82

83 Mr. Ingram continued his presentation by discussing educational programming,  
84 goals in technology, special education, professional development, curriculum  
85 development, literary initiatives, and a program review. Additional considerations  
86 were discussed including interscholastic athletics, facilities, benefits, food services,  
87 and transportation.

88

89 Mr. Ingram then discussed the larger parts of budget including:

90

91 Technology is estimated at \$295,966, which is 1.61% of the budget. The school feels  
92 this is needed to give students the tools to be part of the 21<sup>st</sup> century. The budget

93 will also be used to give teachers the tools to teach how to use the technology, so the  
94 school can stay ahead of the curve.  
95  
96 For Interscholastic Athletics budget the coaching stipends will remain flat, the  
97 uniform replacement cycle will be maintained, there are predicted increases in  
98 officiating and registration fees and a predicted increase for facility use including  
99 rentals for ice, track, and swimming. Also the NHIAA has increased their fees and  
100 there is a prediction for an increase in transportation costs.  
101  
102 For the Special Education budget, the staffing is determined by the number of IEPs.  
103 There is a decrease out of district placement and related services and an increase in  
104 psychological services for at risk students.  
105  
106 There are few changes in staffing for FY12 from FY11, the administration is not  
107 proposing staffing cuts at this time in both certified and non-certified staff.  
108  
109 Ms. Shankel continued the presentation by discussing how the Facilities Study  
110 would be accomplished in the budget. For FY12, there will be a warrant article for  
111 security. Ms. Shankel showed the board a schedule for warrant articles for other  
112 items without bonding for the remainder of the facilities study. Ms. Shankel stated  
113 the bonds are being paid off during FY13/14 years so the district could bring the  
114 operating budget up to the cost of the bonds with no impact on the taxpayer. The  
115 FY12 warrant articles would include PPC negotiations, security upgrade, and add  
116 money to school maintenance Expendable trust  
117  
118 Dr. Jennings pointed out to the board on pg 19/21 of the packet shows the major  
119 increases and decreases to the budget for FY12.  
120  
121 Ms. Ludt asked about reducing the nursing staff and not keep one and 1/3 nurses if  
122 there is a decreasing student population.  
123  
124 Dr. Jennings stated that pg 34 shows the staffing needs and ratios for nursing staff  
125 for all of the district's schools. SHS has 654 students per nurse.  
126  
127 Ms. Sparks stated that she researched what the School Nurse's Association expects,  
128 which is 1 nurse per 750 students. The new federal health care legislation  
129 recommends 1 nurse per 500 students.  
130  
131 Ms. Ludt asked that the school watch this ratio in the future with the expected  
132 student population decline.  
133  
134 Ms. Ludt stated that she is concerned about the low amount of money budgeted for  
135 legal fees. The school spent over \$25,000 this year. The Amherst school district has  
136 a larger budget for legal fees.  
137

138 Ms. Shankel stated that she could look at that line item. Traditionally the district has  
139 not spent as much as last year in legal fees. Amherst has a larger budget because  
140 negotiations for contracts are done with legal council at each meeting. Ms. Shankel  
141 stated that she would look back at a few years and ensure there is enough money  
142 budgeted for legal fees.

143

144 Mr. Brown referred to pg 20 and the Drivers education contractors service line in  
145 the budget. He asked if the individuals taking driver's education pay for driver's  
146 education and why is the district paying anything.

147

148 Ms. Shankel stated that the district gets reimbursed for each student that takes  
149 driver's education from the state. This money comes in as a revenues and part of it  
150 is paid out to the provider of the driver's education.

151

152 The board discussed why driver's education is handled in this way, which is to try to  
153 keep costs for students and families down.

154

155 Ms. Ludt referred to pg 6 and asked what the career development academy is.

156

157 Ms. Meany explained that this was for professional development that included the  
158 new comers orientation, CFG coaches training, and Citi Lead, and a technology-  
159 oriented program.

160

161 Ms. Ludt asked if the board could get more explanation for this line item, having to  
162 do with career development.

163

164 Mr. Ingram stated that he would work on this with Ms. Heimarck.

165

166 Ms. Ludt referred to pg 28 and asked for more detail about the repairs to the  
167 building and asked why there is a 170% increase.

168

169 Ms. Shankel stated that most items are from the Gale report including a kitchen  
170 exhaust fan, a locker cluster, carpeting replacement for Division 1 & 2, metal roof  
171 and gutter repairs, vestibule dry wall replacement, and a kitchen counter and  
172 backsplash replacement.

173

174 Ms. Ludt referred to pg 30 and asked why there is such a significant increase in the  
175 NH retirement for non-teachers.

176

177 Ms. Shankel stated this is due to having two to three people receiving NH retirement  
178 benefits.

179

180 Mr. Brown asked is the contract for transportation increases every year.

181

182 Ms. Shankel stated that there is an increase every year. There is also a fuel  
183 adjustment increase. Although the district did not pay any in the previous year, but  
184 might this year. The contract is a 3% increase each year.

185  
186 Marilyn Peterman asked about the Facility studies being budget items and if they  
187 were included in the operating budget. She also asked if the debt service is going to  
188 be paid off by FY14.

189  
190 Dr. Jennings stated that it would be paid off in FY14.

191  
192 The board, administration, and Advisory Budget Committee discussed the benefit of  
193 putting the items in the facilities study in the operating budget versus trying to get a  
194 bond passed. They discussed how each option would impact the taxpayer, the price  
195 increase for repairs over time and how long it may take to get a new bond passed.  
196 They also discussed pros and cons of both options. They discussed that by putting  
197 the repairs in the operating budget is a good strategy to avoid emergency fixes and  
198 to avoid paying interest on a bond.

199  
200 Ms. Peterman asked to see, on paper, the comparison between a bond and the  
201 proposed operating budget schedule.

202  
203 The school board and the Advisory Budget Committee divided themselves into  
204 smaller groups to review the draft budget closer. The groups are as follows:

205  
206 Administration: Jeanne Ludt, Gail Agans, Mary Jennings, Jon Ingram  
207 SPED: Fran Harrow, Andrea Baver, Renea Sparks, Karen Malio  
208 Facilities: Chris Janson, Joe Esposito, Jim Miner  
209 Food Service/ Transportation: Howard Brown, Peter Stearns, Danielle Collins, Karen  
210 Taylor, Betty Shankel

211  
212 Curriculum: Steve Coughlan, Marilyn Peterman, Nicole Heimarck, Colleen Meany  
213 Technology: Mary Lou Mullens, John Rizzi, Bruce Charkin, Kathy White  
214 Athletics: Pim Grondstra, Mary Mahar, Betty Shankel, Chris LaVoie

215  
216 Mr. Coughlan stated that each group has to meet before the December meeting to  
217 become experts on their assigned area of the budget.

218  
219 Ms. Harrow stated that she is the liaison to the Advisory Budget Committee from the  
220 School Board.

221  
222 Athletic Proposal

223  
224 Chris LaVoie thanked Pim Grondstra and Mary Lou Mullens for helping to develop  
225 the new structure for user fees, which will increase revenue and decrease the need  
226 for fund raising.

227

228 Mr. LaVoie passed out to the board the proposal for a tiered user fee and an  
229 explanation for the FY12 budget. He explained with a tiered user fee structure the  
230 district would see an increase in revenue by \$41,000. There is an increase of  
231 \$40,000 in the draft budget, which would be offset by the new revenues from this  
232 proposal if passed.  
233

234 Mr. Grondstra stated that they looked at many options and looked to make the cost  
235 equitable between athletes because some sports have few costs compared to sports  
236 like ice hockey.  
237

238 Mr. LaVoie stated part of the goal is to decrease the amount of fundraising  
239 happening.  
240

241 Ms. Harrow stated that there is currently a set fee and a cap and asked what the cap  
242 currently is.  
243

244 Mr. LaVoie stated that cap is \$400 per family.  
245

246 A discussion between Mr. LaVoie and the board ensued about there being a cap for  
247 user fee costs and different options that could be considered.  
248

249 The board discussed the amount of fundraising that currently happens for sports  
250 like ice hockey.  
251

252 Mr. Brown asked about putting another bus on the transportation contract.  
253

254 Ms. Shankel stated they have looked at that and cannot renegotiate this contract.  
255 The district can go outside and hire other bus companies to provide transportation  
256 when more than three buses are needed. If the district negotiated a new contract  
257 now it would be very expensive. The district is better off hiring outside for now and  
258 when negotiations for a new contract begin there will be more competitive rates for  
259 more buses.  
260

261 Ms. Peterman asked if a team chooses to fund raise will they be allowed to do so or  
262 will it be discouraged.  
263

264 Mr. LaVoie stated that he approves all fundraising. Currently most teams must fund  
265 raise for necessities. If the new, tiered user fee is approved, then the budget has to  
266 be approved for fund raising to be lowered or eliminated.  
267

268 Mr. LaVoie explained what necessities are fundraised for.  
269

270 Ms. Mullens stated that if there is an increase in user fees for some particular sports  
271 it will cover most necessities. If the board cuts the athletic budget then the fund  
272 raising will still need to happen.  
273

274 Mr. Coughlan asked if the board must commit at the December meeting to the  
275 projected revenue number.  
276  
277 Ms. Shankel replied yes, because at the following meeting the board will need to  
278 prepare for the public hearing.  
279  
280 Ms. Baver asked if the revenue from each of the user fee tiers matches what is  
281 actually needed by those sports or will money be shifted between teams.  
282  
283 Mr. LaVoie stated that each sport was put in a tier based on the cost per athlete. The  
284 total will cover all sports.  
285  
286 Mr. Brown asked if there is a concern about students that cannot afford the cost to  
287 play a sport.  
288  
289 Mr. LaVoie stated that he does not think the extra cost is going to deter players  
290 because they will not have to fund raise. Families can always apply for a waiver for  
291 the user fees.  
292  
293 Ms. Ludt stated that she hopes if this proposal is approved that the word gets to the  
294 coaches that they do not need to fund raise because parents are going to expect not  
295 to have to fund raise.  
296  
297 Mr. LaVoie stated that if this proposal were to pass there would be some minimal  
298 fundraising.  
299  
300 Staffing Matrix  
301  
302 Dr. Jennings asked the board to please call her or HR department if the board  
303 members need more information as they go through the budget.  
304  
305 Dr. Jennings presented to the board a matrix showing key staffing ratios across all  
306 the schools and districts of the SAU.  
307  
308 Dr. Jennings summarized the staffing matrix for the board. She discussed some of  
309 the ratios in more depth to bring them to the board's attention. The matrix is based  
310 on the number of teachers and students from this year. Staffing for next year will be  
311 similar and there are no proposed cuts for next year.  
312  
313 FY11 Quarterly Report  
314  
315 Ms. Shankel stated this is from July 1<sup>st</sup> to September 30<sup>th</sup>. Currently revenue is on  
316 track and expenditures will have an extra amount due to new higher rates in  
317 benefits and salaries. The district will have a savings in students support services.  
318

319 Mr. Esposito asked when the money from last years budget was returned to  
320 taxpayers.

321  
322 Ms. Shankel stated that the savings was applied against the tax bill that was recently  
323 received.

324

325 **Action Items**

**Action Items**

326

327 Community Service

328

329 Mr. Coughlan stated in October a parent of student emailed a request to the board  
330 disputing the legality of the graduation requirement of students completing 40  
331 hours of community service. He asked if there was interest of the board to study  
332 this requirement in more detail.

333

334 The board discussed how this has been a requirement since the school opened. All  
335 of the board members agreed that the requirement was a good one and wondered if  
336 40 hours is too few for a graduation requirement. The board discussed how the  
337 requirement benefits the students because it raises student's consciousness and  
338 awareness and students can take ownership as being part of the community. The  
339 board discussed how the requirement for community service is becoming a common  
340 practice in both colleges and middle schools. The board discussed the success of the  
341 students completing and exceeding this requirement. They also discussed how  
342 many senior projects are community service based.

343

344 Dr. Jennings suggested that Maggie Paul present to the board more detail about the  
345 community service program at Souhegan after the budget is complete.

346

347 Calendar Change

348

349 Ms. Mullens stated that the SAU board made a committee to look at the calendar  
350 because of the need to add time at end of year when school days are missed. The  
351 committee looked at many options to the calendar using schools across the country.  
352 The committee narrowed the options to those that would work for Souhegan. The  
353 committee surveyed and looked for feedback from the PPC, union, and staff. The  
354 committee settled on a 175-day calendar by adding 15 minutes to each day. This  
355 calendar would already have snow days built in and allows instructional time to be  
356 counted if the school closes early. The committee proposes to use this calendar in  
357 two years.

358

359 Mr. Brown asked that the board get a report from the principal as to how the extra  
360 time will be used before any decisions are made.

361

362 Dr. Jennings stated that the committee would like to get an idea from boards if they  
363 like this concept and then the schools will work with curriculum. The idea is to add  
364 quality time throughout the year and not just at the end of the year.



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Ms. Mullens stated that the recommendation comes with idea that the time would be used for instructional time.

The board discussed where obstacles may occur with this new proposed calendar.

**Mr. Brown made a motion to allow the committee to move forward with this proposed calendar. Ms. Harrow seconded the motion and the vote was unanimous.**

**Discussion**

**Discussion**

Policy JAFB (check) – no changes since 1<sup>st</sup> reading

**Mr. Brown made a motion to approve policy JAFB. Ms. Mullens seconded the motion and the vote was unanimous.**

Policy JH- Truancy-1<sup>st</sup> reading

Dr. Jennings stated that this is the same policy that was presented at the SAU meeting. This policy replaces an old policy that states that the school expects students to come to school. The new policy gives more detail to truancy.

The board discussed if the policy will require more of the SRO and it was determined it would not. The policy would require more from the parents. It is required by state law to have a policy.

Policy JICK – Bullying – 1<sup>st</sup> reading

Dr. Jennings stated that this policy revises the policy the board adopted in June by adding a cyber-bullying clause and covers all portions of the law. The new policy has to be adopted by January.

Mr. Brown described the pieces that were added to meet the state law.

Ms. Sparks stated that many elements of the policy and law involve commitment on part of the SAU. The SAU will have a committee to look at educational training, reporting forms, and curriculum. The committee will also support implementing the policy.

Policy JICE - Yearbook

Ms. Ludt stated that this is the second version, which makes the language clearer.

The board discussed the changes in the second version. The second version defines the SHS community, discussed bringing controversial matters to the school board and superintendent in a timely fashion and giving guidance to the yearbook staff.

411 This policy is much more comprehensive than many other schools. The policy also  
412 discusses redacting parts of the yearbook and what strategies would be used.

413  
414 Ms. Ludt asked the board to come with suggestions on how too improve the new  
415 policy.

416  
417 The board discussed whether the school has a yearbook class or if the work is done  
418 after school. They discussed how students are involved in completing the yearbook.  
419 The board discussed taking out the phrase that discusses authority and  
420 accountability of the yearbook staff and that the authority and accountability should  
421 lie with the principal. The board discussed adding language about who pays for and  
422 how to revise a yearbook. The board also discussed that if there is a concern the  
423 concern should be brought to the superintended first and then to the school board.

424  
425 Dr. Jennings suggested having the district’s attorney look at this policy or get  
426 feedback from the school board service.

427  
428 Dr. Jennings reminded the board that the community recovery group will be  
429 speaking tonight at 10pm on CNN and SHS will be highlighted. Kevin Backer and  
430 Maggie Paul were interviewed today and they did a good job making a positive  
431 statement.

432  
433 **Ms. Mullens made a motion at 8:23pm to go into non-public**  
434 **session, RSA 91-A:3 II(a) (c). Ms. Harrow seconded the motion**  
435 **and during the role call all board members responded yes.**

**Motion to Non-  
Public Session**