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SOUHEGAN COOPERATIVE SCHOOL BOARD

Thursday, May 9, 2013

PRESENT

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

Administrative Team: Peter Warburton, Jon Ingram, Betty Shankel, Jim Miner, Gigi Klipa, Rob Scully, and Kathy White

Community Council Member: Casey Foulks

Minute Taker: Beth Penney

CALL TO ORDER

Ms. Mullens called the meeting to order at 6:07pm.

ANNOUNCEMENTS

Ms. Mullens stated that Mr. Ingram could not attend the meeting tonight.

SRI Conference

Ms. Mullens stated that this presentation would happen in June.

Community Council Report

Mr. Warburton congratulated Casey Foulks on being elected the new council moderator.

Casey stated that the proposal to ban homework over vacations has been appealed and will be on the agenda soon. The council looked at a new proposal called “8 Should Wait” brought forward by faculty to put off the 8 period day till 2014-2015 because the schedule is unknown. The proposal has some support and also does not have support.

Mr. Maresco asked if there is a deadline for that decision.

Casey stated that students have signed up for an 8 period day next year and signing up for 7 periods would be different. Guidance estimates it would take 5 weeks to reschedule all the students if the schedule changed. The council has a night meeting next week. Anyone can come and listen and speak. The meeting this past Monday had 45 minutes of public time and many faculty were present. Some of the comments included: that SHS is about accepting change and SHS is about change. Other people think the school needs to play it safe and not change the schedule yet.

Ms. Mullens stated that the meeting was from 6-7pm on Monday and anyone is welcome

31 to come and speak. The council is looking for a new Amherst representative to be on the
32 council. Ms. Mullens has received 2 letters of interest. She will invite those people to
33 the June meeting.

34 Casey stated that the proposal about hand dryers or paper towels in the bathrooms is still
35 being discussed.

36 Committee Report

37 Ms. Mullens stated that the budget committee met to discuss questions from last budget
38 season. The committee had a great start and got a lot accomplished.

39 Ms. Harrow stated that the committee looked at key areas of the budget and where to
40 compare to other districts and the history of how the budget has developed over time.
41 The committee will have good data once done comparing districts.

42 **PUBLIC TIME**

43 No public present.

44 **CONSENT AGENDA**

45 **Mr. Coughlan made a motion to accept the consent agenda containing the Minutes**
46 **for March 28, 2013 and April 4, 2013, and the Treasurer's Report for March 2013.**
47 **Mr. Grondstra seconded the motion and the vote was unanimous.**

48 **PRESENTATIONS/REPORTS**

49 SAU 39 World Language Presentation

50 Ms. Mullens stated that this presentation would be postponed till the SAU, May 30th
51 meeting.

52 **DISCUSSION**

53 Reception Window

54 Mr. Miner showed the board a picture of the window across from the main entrance and
55 explained where the potential install of the reception window would go. He showed
56 pictures of the motorized window made of wood, which can be locked when in the down
57 position. The Amherst Town Hall uses 3 of these windows and the town has had zero
58 issues. The windows are made of natural oak wood. The window will be curved with a
59 straight opening, the outer counter will be curved and the flat screen monitor will go
60 above the window. He discussed the plan in order to change and install the new window.
61 The total cost would be \$11,880 including demolition, frame work, interior finish, phone,
62 electrical work and the panic button will be installed and tied to the alarm system. If the
63 school ever wanted to install a front door buzzer, intercom, and door lock release from
64 that window the cost would not exceed \$1,500, which is an estimate not a formal quote.

65 The board and Mr. Miner discussed doing the buzzer and door lock release work now to
66 save money and Mr. Miner stated that there is no need to do the work now. They
67 discussed the vendors and window types that were looked at before choosing the wooden
68 window, including metal and plastic windows. The costs are similar and the wood is
69 much more appealing. They discussed the outside counter being 18-20in. wide. The
70 work will start once school is over and will take about 4 weeks for delivery and 1 week
71 for installation. The money for this work is coming from this year's budget unless not
72 accepted by the board tonight; it could come out of next year's budget.

73 **Ms. Harrow made a motion to approve putting the reception window in as**
74 **proposed. Mr. Coughlan seconded the motion and the vote was unanimous.**

75 Roof/HVAC Bids

76 Mr. Warburton stated that this would be discussed in non-public session.

77 Policies

78 Mr. Brown stated that the policy committee met last week. They are working to
79 streamline the policy process. Bruce Schmit, a school board member, will vet a policy
80 before bringing the policy to the committee. Then the policy committee will look at it
81 and bring it to the school boards.

82 Mr. Warburton stated that once Bruce has looked at the policy he would meet with Mr.
83 Warburton before the policy is taken to the SAU board.

84 Ms. Mullens stated that policy EBBB was already voted through and the checklist
85 included in the agenda is how it will be implemented.

86 The board discussed the checklist, which is provided by the state every year. The
87 checklist is very comprehensive, but is just informational. The state does not follow-up
88 and there are some things the school does not have to do. Asbestos has it's own criteria
89 and maintenance plan. The board discussed the no idling signs for cars and busses at all
90 of the schools.

91 Board Goals and Board Evaluation

92 Ms. Mullens stated that they have discussed this in the past. She hopes that evaluating the
93 board will help set future goals. She would like the board's feedback on both. She spoke
94 with Mr. Warburton about having a work session this summer with John Ingram and
95 other administrators. She asked the board to consider whether they want to expand the
96 goals, create different goals, create an implementation plan, and ensure the support of the
97 district goals.

98 The board discussed using the goals to guide what they do, to discuss the goals

99 throughout the year often, and to use the evaluation at the end of the year to determine
100 how the board did. For some of the goals set last year, programs are being implemented.
101 They discussed having one good goal and maybe creating committees to address other
102 items outside of the regular board meetings since so much time is used every year for the
103 budget. The board also discussed how some of the goals could be administrative goals on
104 how the meetings are run. The goals cannot be about curriculum because those are
105 district wide goals.

106 Ms. Mullens stated that the Souhegan board goals should support the district. The
107 evaluation is a good place to start. The School Board Association suggests that boards
108 use evaluations every year to help boards move forward.

109 Mr. Warburton stated that he gave all the members of the boards and the administrators
110 copies of a book about the performance of governing teams. He hopes that board will
111 read the book because it has good information.

112 Ms. Mullens stated that she used evaluations from other districts to create the evaluation
113 for the board. The evaluation is in a format that will be easy to score and there are
114 sections for comments. She would like the board's feedback and wants the evaluation to
115 be easy and clear to fill out.

116 Ms. Mullens asked the board to please fill out the evaluation and Ms. Mullens will
117 average the scores. She will give a synopsis of how the board scored at the June meeting.
118 They can then discuss the evaluation again at the work session. She would like the
119 evaluations back when the board meets on May 21st. The board will have a work session
120 at the end of June or late August. Maryanne will send an email to schedule the work
121 session. Mr. Ingram will attend the work session also.

122 Ms. Shankel reminded the board that they must hold a meeting in order to sign the bond
123 and must have a quorum to vote, but just the chair, clerk, and treasure's signatures are
124 needed. The meeting will be May 21st at 5pm.

125 **INFORMATIONAL**

126 **Town Liaison to SCSB**

127 Mr. Warburton stated that selectman; Mike Akillian would be at the next meeting to
128 discuss what his role would be and his attendance to school board meetings.

129 Ms. Mullens stated that Dwight Brew use to be the liaison and thanked him for that and
130 for being the cameraman at the meetings.

131 Mr. Warburton stated that the HVAC was being held to Non-public because of RSA 91-
132 A:3 II. (c). The board would discuss the bids and then come out to accept one.

133 Mr. Maresco stated that the 8 period proposal before the Community Council is a major
134 issue. He asked if students could submit their 7 period course choices in case the
135 scheduled gets over turned.

136 Ms. Mullens stated that idea had not been discussed at the Community Council meetings.

137 Ms. Harrow suggested waiting to see what the Community Council decides before doing
138 anything because to ask guidance to start the process again without knowing what is
139 happening would be a major undertaking.

140 Mr. Scully stated that the proposal is asking the council to make the recommendation to
141 reconsider going forward with the 8 period schedule. The board would then accept or
142 then not accept the recommendation.

143 Ms. Mullens stated that scheduling does fall under Community Council but the board can
144 overturn a recommendation.

145 The board discussed whether it was too late to change the schedule. The Council has not
146 had time to discuss the proposal yet, because at the last meeting there was 45 min. of
147 public time about the proposal. The Monday night meeting will have 45 minutes to an
148 hour of discussion time. The proposal could be voted on, but might not be also. Ms.
149 White reminded the board that if the proposal is passed an appeal could follow. The
150 process for the students to register for classes includes filling the schedule out online and
151 then guidance meets with every student to discuss their schedules.

152 Mr. Warburton recommended that the board wait till after Monday and asked Casey to
153 alert the Community Council to the board's concern. There is still time after Monday to
154 adjust the schedule if needed.

155 Ms. Mullens stated that she hears the concerns and stated that she will email the board
156 after the meeting with what was discussed. The Council meeting on Monday is in
157 classrooms 126/127.

158 Casey Foulks encouraged the board to come to Monday's Council meeting for the
159 schedule discussion, but also because a new curriculum proposal is being presented,
160 which discusses AP classes and is part of a Senior project.

161 Mr. Warburton stated that he feels very confident that board will understand why he put
162 the HVAC discussion in non-public session.

163 **Ms. Harrow made a motion to go into NON-PUBLIC SESSION – RSA 91-A:3 II. (a)**
164 **(b) (c) at 7:03pm. Mr. Grondstra seconded the motion and the role call was all yes.**

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