

Souhegan School Board Meeting Minutes  
April 15, 2010

**Organizational Meeting**

**Organizational  
Meeting**

Call to Order

Dr. Jennings called the meeting to order at 6:26pm.

Election Of School Board Officers

Chairman:

Ms. Coughlin nominated Mr. Coughlan and Ms. Ludt nominated Ms. Janson. The vote was 4 votes for Mr. Coughlan and 3 votes for Ms. Janson.

Vice-Chair:

Mr. Redmond nominated Ms. Janson and Ms. Mullens nominated Ms. Ludt. The vote was 1 vote for Ms. Janson and 5 votes for Ms. Ludt.

Secretary:

Ms. Mullens nominated Ms. Janson and the vote was unanimous.

Organizational meeting was adjourned at 6:32pm.

**Regular Meeting**

**Regular  
Meeting**

**Call to Order**

Mr. Coughlan called the meeting to order at 6:32pm.

Present

Chairman Steve Coughlan, Christine Janson, Mary Lou Mullens, Pamela Coughlin, Jeanne Ludt, Howard Brown, and Dana Redmond.

Administrative Team

Jim Bosman, Mary Athey Jennings, Peggy Silva, Renea Sparks, Colleen Meany, and Betty Shankel.

Minutes Recorder: Beth Penney

**Announcements**

**Announcements**

Principles Report

Mr. Bosman passed around the extended day schedule that will start next week and the career growth abstracts, which also start next week.

47 Mr. Bosman stated that this month the school skyped with over 100 students  
48 around the state and with NHPR and the NH Humanities Board. There was a well-  
49 attended 8<sup>th</sup> grade parent meeting, and the Community Council continued their  
50 discussion on security.

51

52 Mr. Bosman invited the board to the career growth presentations.

53

#### 54 Community Council Report

55

56 Arianne Bennett, a Sr. council executive member was filling in to give the report.  
57 She stated that the council broke into committees and will report back on Monday  
58 and then there will be a full council discussion about security. The council is also  
59 working on forming a prevention and harassment committee.

60

61 Ms. Mullens added that the council has missed 3 weeks due to flood days so their  
62 report to the board has been pushed back to mid-May.

63

#### 64 Report from Athletic Committee

65

66 Mr. Redmond stated that Ms. Mullens and himself met with Chris Lavoie, the AD, and  
67 Mr. Bosman this month. Mr. Lavoie will address the board in May about  
68 interscholastic programs at SHS. Mr. Lavoie answered our main questions including  
69 How is a new sport added? The new sport starts as club sport and then transitions  
70 into an interscholastic sport. Bowling was added by NHIA and this sport brings kids  
71 into the interscholastic program that would not normally be in athletics. This year  
72 we had 35 sign ups and finally had a team of 18 students for Bowling. That is  
73 enough students to field both a Varsity and JV team. The meets are all home meets  
74 and students can drive, but this year because there were not enough sign-ups for  
75 freshman girls lacrosse and field hockey to have a team those funds were used to  
76 fund the four tournaments. The resolution for the future is when the schools plans  
77 to add interscholastic sports the AD will come to board with the plan going forward  
78 and then the new sport will be properly budgeted.

79

80 Mr. Lavoie has been working on a tiered sport fee structure, but is not finished. He is  
81 thinking about charging more for sports that use more budget money and charging  
82 less for sports that use less budget money. He will also look at per player costs not  
83 just the overall cost. For example, football uses more resources but also commits  
84 more revenue to the program. Mr. Lavoie will bring the proposal forward in May.

85

86 Another question was the policy about having parents taking kids home from away  
87 sporting events. Parents can download a form from the athletic page on the schools  
88 website. They then fill out the permission slip, sign it and give it to the coach. This  
89 policy is in the student handbook and is allowed. The problem is not all coaches  
90 want kids to not be part of the team on the ride home and the coach has ability to  
91 over rule the policy. The board discussed that the parent complaint was unclear to  
92 them and Mr. Redmond will ask Mr. Lavoie to follow up.

93 Mr. Lavoie evaluates each head coach at the end of each season. Students also  
94 evaluate coaches and these evaluations are confidential. Soon the students will be  
95 able to download the evaluation form from on-line. In the past student evaluations  
96 were turned in to the AD. There is an issue between parents and coaches when it  
97 comes to communication. NHIA has developed a parent/coach communication  
98 guide, which is effective and goes through the process of what NHIA expects for  
99 communication between coaches, parents and students. The hope is that there is  
100 more communication to solve problems. The policy committee may want to add  
101 these guidelines. The board discussed also putting these guidelines in the handbook  
102 given to parents.

103  
104 The question about fundraising was concerning an issue with how fundraising has  
105 happened in the past and this kind of fundraising is still happening without the AD  
106 knowing it. Specifically some door to door fundraising is happening and coaches are  
107 ignoring the AD. These coaches are not going about fundraising the right way. Mr.  
108 Lavoie would like the school board to write a letter to endorse the fundraising  
109 guidelines. Mr. Lavoie expects more booster clubs to be formed because of these  
110 guidelines. Mr. Lavoie will be dismissing coaches if this type of fundraising keeps  
111 happening. The major issue is controlling how teams fundraise and this is an  
112 ongoing process. The board has no control over booster clubs. A discussion ensued  
113 about Booster Clubs and the ability of the school to accept money to support sports.

114  
115 Ms. Mullens and Mr. Redmond have agreed to meet with Mr. Lavoie on a monthly  
116 basis.

117  
118 The board also discussed having a cap on the number of people in a family coming  
119 to games. Mr. Lavoie suggests a cost per family and will present a proposal to the  
120 board at the next meeting.

121  
122 The board discussed the issue with sports photographs and Mr. Lavoie agreed to  
123 discuss any issue with Mark Lawrence in a timely manner.

124  
125 The board also discussed the pep band and playing at basketball games. It was  
126 noted that discussion of personnel must be discussed in a non-public session.

127  
128 **Public Time**

**Public Time**

129  
130 No public present.

131  
132 **Nomination: Principal**

**Nomination:  
Principal**

133  
134 Dr. Jennings nominated John Ingram as the top choice of the search committee, site  
135 committee and herself for principal. Mr. Ingram fulfills all aspects of what we were  
136 looking for. He is available and has an open door policy. He reaches out to people  
137 and listens. At WLC he welcomes students back to school with a cook out where he  
138 does the cooking. He attends many events and knows everyone's name. Mr. Ingram

139 is an educational leader. He looks at competency levels with teachers and staff and  
140 empowers teachers to make change. He is a strong communicator. He holds parent  
141 meetings and meets with the town. Mr. Ingram walks the talk we heard in his  
142 interviews. Mr. Ingram is a man of conviction and a family man.

143

144 The Site Team added Mr. Ingram rose above all of the rest of the candidates. He was  
145 teaching during the site visit and has done some amazing things at the WLC. We are  
146 excited to learn from him and he is the leader that SHS needs. We are more than  
147 excited. The WLC parents' and communities' comments were powerful and  
148 emotional. Mr. Ingram is an excellent fit for what the school needs.

149

150 **Ms. Mullens moved to approve the nomination brought to the board by Dr.**  
151 **Jennings, and to allow Dr. Jennings to negotiate salary. Ms. Coughlin seconded**  
152 **the motion and the vote was unanimous, 7-0.**

153

154 Mr. Ingram stated thank you and that he is overwhelmed in positive way and  
155 excited. He is looking forward to get going and is honored.

156

157 The board thanked all of the committees who spent much of their time to find the  
158 right candidate for principal. It was a tremendous effort.

159

160 Dr. Jennings stated that she would like to nominate Karen Malio for SPED  
161 coordinator position.

162

163 **Mr. Redmond moved to nominate Karen Malio and authorize Dr. Jennings to**  
164 **negotiate the range of salary as discussed in non-public session. Mr. Brown**  
165 **seconded the motion and the vote was unanimous, 7-0.**

166

### 167 **Consent Agenda**

**Consent  
Agenda**

168 Nothing was pulled from the Consent Agenda.

169

170 The Consent Agenda containing the following items: Minutes from 3/18/10, Minutes  
171 from 4/8/10, Treasurer's Report, Manifest, and Transfers 2010-20 through 2010-24  
172 was adopted.

173

### 174 **Discussion Items**

**Discussion  
Items**

175

#### 176 **Healthy Staff and Students**

177

178 Regina Sullivan gave the presentation. She stated that she was here to advocate for  
179 healthy change at SHS. Ms. Sullivan has personally made a goal to eat healthier and  
180 she feels the school should focus on the district goal to be a model to students and to  
181 educate them about healthy eating.

182

183 Ms. Sullivan stated that a year ago there was a weight loss program offered to the  
184 teachers at SHS. At first only Ms. Sullivan and 2 others went through the 12-week

185 program. As people saw them, teachers and staff asked for another program. By  
186 this Christmas 26 more teachers and staff had either completed the program or  
187 were taking the program. Our health insurance covers the program.

188

189 This program highlights eating complex carbohydrates and not simple sugars. It  
190 focuses not only on weight loss but also weighs body fat, muscle mass, and  
191 hydration. The group has weekly meetings that include education, stress  
192 management, self-control, and journaling. This program is a life style change and is  
193 more about health than weight loss.

194

195 Out of the most recent 18 people to take the program they have lost a total of 336  
196 lbs.

197

198 This idea of healthy eating is spreading to the kids. Ms. Sullivan is stopping kids  
199 from eating unhealthy things by showing them the packages to help educate them.  
200 She is educating the students by just showing them the amount of sugar. For  
201 example, there is 33g of sugar in a pop tart.

202

203 Ms. Sullivan stated that child obesity is an issue and we are going to see child  
204 diabetes increase.

205

206 Ms. Sullivan showed the trailer for Jamie Oliver's Food Revolution and his work in  
207 schools.

208

209 Ms. Sullivan spent time looking at the district Wellness policy and noticed the  
210 current policy change has increased the % sugar and % fat in allowed foods. Also  
211 there is an ice cream machine in the cafeteria at SHS, which meets the criteria.

212

213 The top three ingredients in the ice cream are nonfat milk, sugar, and corn syrup.  
214 Kids buy these foods even at 7:30am. Kids are choosing ice cream over lunch. We  
215 are going in the wrong direction with our Wellness policy.

216

217 Ms. Sullivan asked the board because we can, should we? Are these products  
218 acceptable for us to offer our students and staff?

219

220 Ms. Sullivan showed a video made by Kathy Maddock to represent the lunch choices  
221 at SHS.

222

223 Ms. Sullivan stated that the common thread in the video was brown foods, except in  
224 the Annex where the salad bar is. There is no salad option in the main building. Our  
225 website shows the lunch menu with the nutrient value. Ms. Sullivan found that  
226 many foods have very high sodium, which does not meet district policy and the  
227 amounts of fats are disturbing.

228

229 Ms. Sullivan suggested that we do something drastically different. We are  
230 responsible for the food we offer the kids in our care and we need to limit processed

231 foods. We could cook from scratch with local foods. The staff could collaborate with  
232 a chef and use fresh foods. Milford high school could be a resource for us. They are  
233 doing this and are financially in the black.

234

235 We need to meet and exceed the food and nutrition standards by offering low fat,  
236 low carbohydrate foods and still meet the budget. There need to be representatives  
237 of the wellness policy who need to collaborate to monitor nutrition and the vending  
238 machines. We need policies in place to go beyond percentages and begin reading  
239 labels.

240

241 The board and Ms. Sullivan discussed the hurdles of students, specifically juniors  
242 and seniors, having the choice to go off campus to buy food. This means the  
243 cafeteria must compete by making the food choices appealing to students. They also  
244 discussed that there is no need to serve bad food to those students and teachers  
245 who stay on campus, because there are so many that would benefit from healthier  
246 food choices. The board also discussed the need to balance staying in compliance  
247 with the USDA guidelines and profiting from the food service and not taking a cost  
248 from it. They discussed that the ice cream machine was brought in to SHS by the  
249 community council to give students more choices and to bring more money to the  
250 cafeteria.

251

252 Ms. Sullivan stated that the ice cream machine is unacceptable.

253

#### 254 Wellness Policy JLCF – 1<sup>st</sup> Reading

255

256 Dr. Jennings stated that this reading has been the same at all school boards. For the  
257 SHS board, the only difference in this policy compared to the one passed last year is  
258 the policy about celebrations. It states that food brought from outside of what the  
259 school provides does not have to meet the guidelines.

260

261 Ms. Ludt stated she agreed with trying to simplify the ability to enforce this policy  
262 by only using guidelines for things the school sells because we cannot enforce what  
263 people bring in and what people sell after school. Ms. Ludt questioned when the  
264 current percentages were changed from the numbers Ms. Sullivan discussed.

265

266 Ms. Shankel stated that she was not sure when the changes was made, but these  
267 numbers are the USDA guidelines. SHS changed the guidelines last spring including  
268 the portion sizes for vending, drinks, and vegetables. The guidelines for percentages  
269 of calories and fat were not changed.

270

271 Ms. Sullivan stated that she was also surprised to find lower numbers from the 2007  
272 policy.

273

274 Dr. Jennings stated that we would have to address this policy further because maybe  
275 this is not the right policy based on Ms. Sullivan's presentation.

276

277 Ms. Sullivan stated that she is still struggling that we want to control what foods we  
278 offer in the school because they meet the guidelines. We need to go beyond  
279 percentages and read labels. We also need to limit corn syrup and sugar even  
280 though the foods meet the current percentages. Ms. Sullivan will come back with  
281 further amendments to this policy.

282

283 Susan Carr agrees the minimum standard is not good enough. The kids get 2 weeks  
284 in 4 yrs of nutrition education. We need to look at this policy as an education tool.  
285 We also need to consider how nutrition affects brain function.

286

287 Dr. Jennings stated that there are several issues. The policy is written in broad  
288 strokes. This policy will never carry the obligation that we want to support our  
289 students in making healthy food choices. Each individual school can do more.

290

291 Mr. Redmond stated that the policy can stay the way it is and the procedures in each  
292 school could change.

293

294 Ms. Shankel stated that the new food service bids will look at these guidelines, so  
295 maybe we should be more specific as to what we want.

296

297 Ms. Mullens suggested reinstating the wellness committee to help form better  
298 guidelines and decide what foods are served in the cafeteria. Community council  
299 looked at organic foods, but they were cost prohibited. We cannot run in the red,  
300 and the current salad bar is not popular. Maybe a chef is a possibility that needs to  
301 be explored further.

302

303 Ms. Ludt stated putting a food service out to a bid is concerning. Maybe SHS should  
304 go in a different direction rather than have food service. Maybe we should hire a  
305 chef.

306

307 The board discussed if we were going to hire a chef it should be district wide  
308 because we are also educating and feeding 1<sup>st</sup> graders. They determined that the  
309 bids should be open to more than just the institutional food services. They also  
310 discussed that they were not out sourcing the food service, just the food service  
311 management and looking for a food service manager. Community council would  
312 support a complete overhaul of the food offered in the cafeteria.

313

314 **Ms. Ludt moved to amend the policy to change the wording on page 34 to state**  
315 **“Carbonated drinks and drinks with sugar content that exceed the USDA**  
316 **guidelines will not be sold on school property during the school day.” Mr.**  
317 **Redmond seconded the motion and the vote was unanimous.**

318

319

320

321

322

323 **Presentations**

**Presentations**

324  
325 **NECAP Performance Analysis**

326  
327 Mr. Bosman and Ms. Meany gave this presentation.

328  
329 Ms. Meany stated that the goal of this presentation was to understand the NECAP  
330 results in reading, writing, and math, to look at trends over 3 years and the  
331 projected next steps. She stated that they will not be able to answer all of the whys  
332 the data shows because they want to explore these questions with faculty before  
333 discussing them with the board.

334  
335 The NECAP reading test accesses vocabulary and comprehension within literary and  
336 informational text (non fiction, directions), which includes initial understanding and  
337 analysis.

338  
339 Looking at the three-year trend of proficient and above students we need to  
340 improve within the topics of literary text and initial understanding. Our strengths  
341 are in word ID and vocabulary. Analysis and interpretation of informational texts  
342 are an area we could see growth.

343  
344 The 8<sup>th</sup> grade to 11<sup>th</sup> grade cohort showed there was no change in their performance  
345 levels in reading. Our reading interventions are targeting at 9<sup>th</sup> and 11<sup>th</sup> graders.

346  
347 When comparing the three-year trends to other districts in the area all of the  
348 districts except one show a decline or stayed the same in the past 2 years.

349  
350 When looking at gender comparisons over three years, in 2007 performance was  
351 the same. In 2008, there began to be a gap where females were performing better  
352 than males and in 2009 there was an even larger gap.

353  
354 When looking at the performance of IEP students compared to the state, 23% of SHS  
355 students were substantially below proficient. This equals 9 students. In 2009, the  
356 percent of students performing below proficient at SHS was 64% and the state  
357 showed 70%. This is equal to 25 students at SHS. When looking at a three-year  
358 trend of IEP students the proficient level is showing an increase. Dividing the  
359 genders within the IEP students, shows students performing at the level of  
360 substantially below proficient 38% are females (15 students) and 19% are males. At  
361 the proficient level 50% are females and 32% are males.

362  
363 In writing we are seeing the proficiency level growing.

364  
365 Mr. Bosman continued the NECAP math test accesses numbers, operations,  
366 geometry, operations, functions, algebra, data, statistics and probability.

367



368 The three-year trend shows an increase of students performing at proficient and  
369 above. Our initial analysis shows improved proficiency in number and operations  
370 and our strength compared to the state is in data, statistics, probability, functions  
371 and algebra. Our area to focus on for growth is in geometry.  
372

373 When comparing the performance of the 8<sup>th</sup> -11<sup>th</sup> grade cohort we have seen a  
374 decrease in students performing at a proficient level over time. The 11<sup>th</sup> grade math  
375 scores are more challenging and the levels of proficient and above have decreased  
376 drastically state wide at the 11<sup>th</sup> grade.  
377

378 Compared to other schools we have made progress, but scores are still relatively  
379 low and there is room for growth.  
380

381 In the gender comparison over three years, females have shown good growth and  
382 the males scores have been similar over time.  
383

384 The percentage of IEP students performing at below proficient has decreased. This  
385 is good progress, but we need to see more students in the proficient and above  
386 range.  
387

388 In the IEP gender comparison, 100% of the females (10) did not score in the  
389 proficient or above range.  
390

391 Projected next steps are to write an improvement plan and look at more than one  
392 piece of data by using NEWA and local assessments look at trends, item analysis and  
393 increase progress monitoring. We plan to utilize DI one on one coaching, use key  
394 strategies school wide, use RTI more, and the Read 180 program.  
395

396 The board discussed why the math scores for 11<sup>th</sup> grade are lower sate wide and if  
397 this is a concern for math teachers. They also discussed the integrated math  
398 program compared to other schools who us a more linear program.  
399

400 Mr. Bosman handed out the AYP and stated that this is the second year of not  
401 achieving AYP and being a school in need of improvement.  
402

403 Mr. Bosman explained the scores and how they are calculated. SHS is a school in  
404 need of improvement in both reading and math.  
405

406 The board discussed the possibility of applying for an appeal of the Math ruling  
407 because of the circumstance around the timing of the math testing. If this appeal  
408 were successful then the school would not be in need of improvement in the area of  
409 math.  
410

411 Mr. Coughlan asked if Mr. Bosman and Ms. Meany plan to come back to share the  
412 why of the data  
413

414 Ms. Meany replied yes.

415

416 FY10 3<sup>rd</sup> Quarter Report

417

418 Ms. Shankel stated in revenue the interest is less than projected because the rate has  
419 gone down, transportation revenues are less than projected while catastrophic aide  
420 and medicaid are higher than anticipated. We have \$20,000 more in revenues than  
421 budgeted.

422

423 In expenditures not a lot has changed since our last quarterly report. Food service is  
424 operating at a loss of \$8,000 over the transfer, but we are still \$106,000 under  
425 budget.

426

427 The board discussed if the flood days would affect the budget and how realistic the  
428 numbers are.

429

430 Ms. Shankel replied that the flood days would impact the profit in the cafeteria and  
431 that she is fairly confident with the numbers.

432

433 Budget Surplus Request

434

435 Dr. Jennings stated this is a preview of an action item for the next meeting.

436

437 Ms. Shankel stated a total of \$86,066 worth of items, which all but a few were  
438 include in the facility study to improve conditions and will have a payback in the  
439 long run. Ms. Shankel then reviewed the list with the board. The board discussed  
440 the change in locker configuration. The use of the surplus money for the locking  
441 door mechanisms for security was also discussed, but it was determined it was not  
442 an item of critical need. The board discussed that is a tentative list because the AD  
443 should be adding padding for the walls behind the basketball hoops since it is no  
444 longer adequate.

445

446 Committee Assignments

447

448 Brick school improvement- Mr. Redmond

449 Advisory finance - Mr. Redmond

450 Athletic liaison - Mr. Redmond, Ms. Mullens

451 Capital Improvement Plan - Mr. Coughlan

452 Community Council - Ms. Mullens

453 Expendable Trust Advisory Committee- Mr. Redmond, Mr. Brown

454 Manifest - Mr. Brown, Ms. Ludt (Ms. Mullens/ Ms. Janson as back-up)

455 Policy - Ms. Ludt, Mr. Brown

456 PPC - Mr. Coughlan

457 PTSA Liaison - Ms. Janson

458 Publicity/Communications - Ms. Ludt, Ms. Janson, Mr. Coughlan

459 Recreation Liaison - Ms. Mullens

460 School Start Time – committe no longer functioning  
461 Space Needs/ Usage – Mr. Coughlan, Ms. Ludt  
462 Technology Committee - Mr. Coughlan

463

464 **Adjourn**

**Adjourn**

465

466 **Ms. Coughlin moved to end the meeting and Mr. Brown seconded the motion at**  
467 **9:22pm; the vote was unanimous.**

468