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SOUHEGAN COOPERATIVE SCHOOL BOARD

THURSDAY, June 7, 2012

PRESENT

Souhegan Cooperative School Board: Chair Chris Janson, Howard Brown, Steve Coughlan, Mary Lou Mullens, Fran Harrow, Peter Maresco and Pim Grondstra (6:04pm)

Administrative Team: Peter Warburton, Jon Ingram, Betty Shankel, Renea Sparks, Bob Thompson, Colleen Meaney, Gigi Klipa, and Officer Smith

Community Council: Casey Foulks

Minute Taker: Beth Penney

CALL TO ORDER

Ms. Janson called the meeting to order at 5:54pm.

COMMUNITY COUNCIL NOMINEES

Ms. Mullens stated that the board needed to appoint a community member to Community Council. She introduced Cheryl Forster.

Ms. Forster gave a little back ground about herself including her involvement in the PTA and other activities within the schools. She has an incoming 9th and 4th grader. She wants to serve on Community Council to help the community and to educate herself about how the school runs.

Ms. Mullens read letters from the other two candidates, Paula Troie and Jayne Young, who could not attend the meeting. She stated that they are all qualified candidates. She explained the process of how the one position is chosen and that she would be contacting each candidate tomorrow.

Ms. Janson thanked Ms. Forster for volunteering.

Reappointment of Community Council Members

Ms. Mullens discussed the four community members that need reappointment and the importance of attendance. She explained how each person has been very active in Community Council. She read short letters from each person to help the board understand how they have each been involved in the community council and the school.

Ms. Mullens made a motion to reappoint the four community members, Rick Katzenberg, Leslie Formby, Jane Nilles, and Nan Stearns. Mr. Coughlan seconded the motion and the vote was unanimous, except Mr. Grondstra abstained.

33 Review of parking lot cameras and surveillance system

34 Mr. Ingram introduced the nominee for the Special Education Coordinator, Deb Richard
35 and the nominee for the Dean of Students position, Rob Scully.

36 Mr. Warburton reminded the board about reviewing the surveillance policy later in the
37 meeting and the board's request to better understand how the cameras at Souhegan work.

38 The board went with Officer Smith to review the Souhegan surveillance system.

39 **ANNOUNCEMENTS**

40 Principal's Report

41 Mr. Ingram stated that the staff retreat is scheduled for Aug. 22nd, 23rd. He discussed the
42 idea of rebranding Souhegan because the school may not be as much of a leading school
43 in the public's eye as it once was. The Communications Team has discussed the school's
44 visual image and has been looking at logos. The team started in the athletics realm and
45 school publications. The idea is to give the brand a more modern and consistent look,
46 which they discussed with a local vendor who gave them some mock-ups. The
47 Communications Team took the idea to the Executive board of Community Council
48 (CC). The Executive board asked for an all school vote and that the ideas not be a CC
49 vote. CC helped to review which ideas to bring forward to the school. The three options
50 will be shared in advisory on Monday and Tuesday and one of the options is no change in
51 the current logo and symbol. The most challenging part is how to reach out to the full
52 community and allow all people to weigh in. The idea is to have the logo finalized before
53 school starts next year.

54 Ms. Harrow expressed her concerns about the history of the Saber, which was decided
55 upon by a precursor to CC from MASH. One of the students drew, designed, and painted
56 the Saber on the gym floor. CC was not part of the decision of do we want to change the
57 logo, now. The seal is the logo for Coalition of Essential Schools and our mission
58 statement was placed around that. She would have liked CC to be part of the decision
59 first.

60 Mr. Ingram stated that he did take the idea to CC and was guided by Executive to go to
61 the whole school for a vote. He stated that the Communications Team did discuss the
62 logo and the Coalition of Essential Schools symbol. If the school chooses to move away
63 from the logo, the symbol for the Coalition of Essential Schools will somehow be
64 included on documents. He stated he was glad to hear the history of the Saber.

65 The board and Mr. Ingram discussed that there has not been a discussion with the
66 whole CC and that Executive wanted to push the decision forward to the entire school.
67 There is still the option to not change the logo and symbol. There was a short discussion
68 about the school sign and athletic uniforms. The sign would not be changed and the
69 uniforms would be changed when new uniforms are purchased based on the already

70 existing replacement cycle. They discussed that the school does not have stationary and
71 that there are a variety of JPEG images that people use for letterhead and other things.
72 The board expressed that it is essential that the Coalition of Essential Schools symbol is
73 included somewhere. They also expressed their concern that students were not involved
74 with the artwork of the new logos.

75 Mr. Ingram explained there were no takers to design the logo when the idea was put out
76 to the students. He stated a concern from the technology department about an image
77 being web ready.

78 Ms. Harrow asked if there would be an opportunity to have the vote of the board,
79 community, and the staff.

80 Mr. Ingram stated that the students and staff would have the opportunity to vote. He
81 stated that he could ensure an opportunity for the board to vote also.

82 Ms. Janson asked for an Advisory Task force update.

83 Mr. Ingram stated that the task force has not presented to the administration yet. They
84 have encouraged the school community to rekindle their commitment to advisory. Their
85 recommendations include training for new teachers, including advisory in the evaluation
86 of teachers and when hiring of new staff. He will bring full report to the board in August.

87 Community Council Report

88 Casey Foulks, the new CC representative, stated that Executive elections and work on
89 revising the bylaws has been the topics at the recent meetings. There was a vote for each
90 of the bylaw changes. The CC also heard from the scheduling task force, who introduced
91 two suggestions. Both options had an addition of a skinny block. The CC has not had
92 much time to discuss the schedules yet. The discussion will be picked up next school year
93 and the CC vote on an option will by next October.

94 Ms. Mullens welcomed Casey, who is a Sophomore, to the board.

95 Committee Reports

96 Mr. Grondstra stated that he and Mr. Maresco met with Ken Bigley and had good
97 discussion. Mr. Bigley gave them good information and he has made some good strides
98 in the right direction. He understands the board's concerns moving forward.

99 Mr. Maresco stated that Mr. Bigley had the budget information well organized. The
100 structure is there and he needs everyone to get more used to the new process.

101 The board discussed the fundraising policy and how Mr. Bigley was meeting with the
102 coaches to go over all policies and the fee structure.

103 **PUBLIC TIME**

104 No public was present.

105 **CONSENT AGENDA**

106 Mr. Coughlan asked to pull the minutes and Mr. Maresco asked to pull the budget
107 transfer.

108 **Ms. Harrow made a motion to accept the consent agenda containing the Treasurer's**
109 **Report for April 2012, Unanticipated Revenue to Special Revenue - \$2,500.00, and**
110 **Unanticipated Revenue - Donations to Student Activity Fund - \$500.00 from**
111 **NHCF. Ms. Mullens seconded the motion and the vote was unanimous.**

112 Mr. Coughlan asked to make the following changes: Line 45/46 – He has not been by
113 standard – change to he has sat on a committee with Fran; Line 204 – change David
114 Chen's name

115 **Mr. Grondstra made a motion to amend the minutes as changed. Ms. Harrow**
116 **seconded the motion and the vote was unanimous.**

117 Mr. Maresco asked about the budget transfer of money coming out of salaries and going
118 into transportation.

119 Ms. Shankel stated that the budget transfer was in the Special Education area. There was
120 a savings in staff because of a reduction in para-professionals so the money was
121 transferred for transportation in Special Education. She explained the 403b match and
122 how the surplus works because the school does not pay into FICA. She also explained
123 how if staff does not choose to add to their 403b then the school has no ability to match
124 it.

125 Mr. Coughlan asked about the resignation letter and a Bid that was sent through email.

126 Ms. Shankel stated that both were uploaded to the Sharepoint agenda and that sent the bid
127 by email because she thought the board would not be checking Sharepoint.

128 Mr. Coughlan asked for a system for agenda items that are being added.

129 **Mr. Coughlan made a motion to accept the budget transfer, the bid and the**
130 **resignation letter. Mr. Maresco seconded the motion and the vote was unanimous.**

131 Ms. Harrow acknowledge that the letter of resignation was from Colleen Meaney and that
132 she would like to acknowledge the work and the value that Ms. Meaney has give the
133 school. Ms. Harrow also wished her luck as she moves on.

134 The board thanked Ms. Meaney.

135

136 **PRESENTATIONS/REPORTS**

137 Assessment results – NECAP, SAT, etc.

138 Ms. Meaney discussed what NECAP is and why the school gives the assessment. The
139 NECAP scores are from the Junior class. She discussed reading scores over the last 5
140 years, which shows an increase in the number of proficient with distinction. SHS has
141 82% of students who are proficient and above, while the state has 64% of students
142 proficient and above. She discussed the achievement gap between IEP students and those
143 without IEPs. 54% of IEP students are proficient or above. She discussed SHS's
144 comparison to Bedford of 48% and Hollis of 47% for IEP students. She discussed gender
145 analysis. The male population has climbed especially since 2008.

146 Ms. Meaney stated that this is the first year the school has qualified for analyzing
147 economically disadvantaged students. In this cohort, 73% are proficient or above,
148 compared to the state where 60% are proficient and above. She discussed area and district
149 comparisons for many other districts in the area for 2010 and 2011.

150 Ms. Meaney discussed the Writing scores, which have increased since '07. SHS has 53%
151 of student proficient and above and the state has 45% of its students proficient and above.
152 She showed the comparison to neighboring districts.

153 Ms. Meaney discussed how the school measures itself against its own standards. She
154 explained the effective communicator assessment and showed data from last year for the
155 fall and spring. 85% of students met expectations or exceeded them. The assessment
156 showed improvement for all grade levels. The effective communicator and the reading
157 NECAP proficiency numbers are similar. She discussed trends found by the English
158 department including gains in performance in males and gains in the number of students
159 who are proficient with distinction. She stated that the school would emphasize explicit
160 teaching of reading and work on sharing reading and writing expectations between
161 departments. The focus will be on the learner expectations effective communicator and
162 skilled information processor.

163 Ms. Meaney discussed the Math scores where SHS has 43% of the students scoring
164 proficient and above, while only 36% are proficient and above in the state. Math is low
165 state wide, but this is not an excuse and the school is making strides to do better. She
166 discussed the gap analysis for IEP and none IEP students. 10% of IEP students are
167 proficient and above. Compared to Hollis and Bedford where only 7% of IEP students
168 are proficient and above and in Milford the score is 9%. For the gender analysis, males
169 remain steady and girls have seen a decrease in last two years. There were 14 females
170 who missed the proficient mark by one question. That would have changed the
171 percentage of girls being proficient to 53%. In the economically disadvantaged cohort,
172 27% of SHS students were proficient and above while only 19% of the state was
173 proficient and above. She discussed area and district comparison and showed what math
174 classes the juniors are enrolled in. The Math program review will help to fill the
175 knowledge and skill gaps. The school has also increased the rigor and skills taught in
176 core math 1 and core math 2.

177 Ms. Meaney stated that as of last month there would be eight projected sections of Math
178 1 for next year. Teachers have more skills and are helping to give students an opportunity
179 to accelerate using online courses. She discussed the trends in Math including geometry
180 gains. Students need support with verbal representation and translating what the question
181 is asking for and changing it into Math. The teachers next year will be focusing on
182 concept over procedure, and on the learner expectations complex thinker and skilled
183 information processor.

184 Ms. Meaney shared the PSAT scores for critical reading, Math, and Writing. All junior
185 students take the PSATs. She also shared ACT scores compared to the state. 50% of the
186 juniors take the ACT, while only 5% of juniors in the state take the ACT. She discussed
187 the benchmark from ACT test, which determines if a student is “college ready”. She
188 showed SHS’s scores for College English, Algebra, Social Sciences, and Biology.

189 Ms. Meaney discussed the SHS performance assessments. The school is using similar
190 standards as the state assessments and the common core. She discussed the elimination
191 of the NECAP testing and the start of the Common Core assessment in 2014. SHS is
192 committed to having a school assessment. The state of NH has discussed a waiver to have
193 a performance assessment rather than the Common Core exam. If this waiver passes then
194 SHS would be a pilot school for the performance assessment. She discussed why this is a
195 huge advantage and the investment of students would improve also.

196 Mr. Maresco asked to see the results for the SATs. He also stated that he saw Juniors
197 prepping for the PSATs and there are areas where there are issues including vocabulary
198 and their approach to Math problems.

199 The board and the administration discussed that there will be a full review of the SAT
200 scores. They also discussed how the Math program review and the work with Professor
201 Sharma would help students with their math skills. They discussed that even though the
202 test scores are lower than expected, 90% of SHS students are going to 4-year colleges and
203 the school continues to get feedback from alumni about their great education.

204 Mr. Coughlan expressed his frustration about the hard work that has been done by the
205 board, administration, and staff in the last five years to see gains in the test scores. He
206 discussed that teachers, based on what they are teaching design the tests yet the state
207 averages are very low. If the state does poorly then SHS does poorly. He stated that
208 teachers do a lot of work to support students and help them improve. He wishes they
209 could discern a better path to see improvement. The test just does not work.

210 Ms. Meaney and Ms. Klipa discussed the investment of students in the NECAP testing.
211 The test does not mean anything to them, while the PSATs and SATs do. They are
212 continuing to try to work with students to help them understand why they should be
213 invested.

214 Mr. Warburton discussed AYP and when the scores come out how people get defensive.
215 People set parameters for standards of a great education and testing. SHS is third in the
216 state for students being college ready based on PSAT and SAT scores. The NECAP has

217 less meaning to students compared to the SATs. He wants to sit down with students next
218 year to better understand that. He discussed student's success once they leave SHS and
219 how important the common core waiver would be for the state and for SHS. He stated
220 that they should have a comprehensive look at how kids are doing and will look at SATs
221 also. He asked what are the parameters we want to set.

222 Ms. Mullens stated that she agrees. The community needs to be proud of other measures
223 that we do not advertise like our low drop out rate. The board needs to do a better job of
224 communicating those measures with the community.

225 Mr. Warburton discussed how the administrative team is going to talk with the
226 community about what the district is proud of. He discussed why he very proud to be the
227 superintendent in this district.

228 Mr. Ingram discussed the importance of the school's own performance indicators. He
229 stated that if the school does not set goals and measures for itself then others will. He
230 discussed how we know when we are being successful and how do we share that with the
231 community.

232 175 Day Calendar

233 Ms. Mullens stated that the SAU board put a committee together 2 years ago to look at a
234 calendar change. The idea was to improve the calendar so time would not have to be
235 added at the end of the year when students are less productive. The committee looked at
236 many schools from the area and country, surveyed parents and students, and researched
237 the impact of longer school days and longer years. The committee made the
238 recommendation of going to 175 day calendar and adding 20 minutes to everyday starting
239 from the beginning of the year. The additional 20 minutes can only be used for
240 instructional time and cannot be used for lunch, breaks, or passing time. She discussed
241 the assumptions to this new calendar including days, hours, employee contracts and
242 bargaining unit changes. She discussed the changes in instructional hours going from
243 1012 to 1041 (with 5 snow days missed the hours would be 1011).

244 Mr. Maresco asked about a change in the food service contracts and how they would be
245 handled based on snow day changes to the calendar.

246 Ms. Shankel discussed how very few food service contracts are 180 days, currently.

247 Ms. Mullens stated that this would be a district wide change. The SAU board has had a
248 straw vote and now the change needs to be passed by the individual boards. SHS's school
249 day would run from 7:30am to 2:28pm. There would still be the afterschool time before
250 sports start like there is now. She discussed the following changes in other areas
251 including: support staff contract adjustments and savings of \$4,396 for FY13 and the
252 transportation impact is a savings because it reduces the cost by 45% for each day under
253 180 days till FY14 when the contract expires. After FY14 there would be more savings.
254 The committee is looking to implement the new calendar for FY13-14 and need to have
255 decision before then for the IEPs and the extended year programs. The extended year
256 programs could add an estimated cost of \$12,900 based on the students that are currently

257 in the district that have extended year. She discussed the purchase of new software for the
258 Department of Labor, which is not tied to making the change in the calendar. Ms.
259 Mullens discussed the budget impact, having a total saving for SHS of \$6,351 for 175
260 days and \$4,198 for 170 days.

261 Ms. Shankel stated that 175 days is with no snow days so the more likely number is
262 somewhere between the 175 and 170 days.

263 Mr. Brown and Ms. Shankel discussed the transportation contract and that this calendar
264 would go into place before the contract is up.

265 Ms. Mullens discussed the requirements for the implementation including negotiations
266 with AEA and PPC, the timesheet software, and the professional development days being
267 set in February or later.

268 Mr. Ingram stated that CC is looking at adding an academic period in the day and that the
269 school hopes that the board accepts this new calendar because it would give the school
270 the ability to give the students more opportunity.

271 Ms. Mullens stated that all employee collective bargaining groups are in favor of the
272 change and AMS is excited about the change also.

273 Ms. Shankel stated that the advantages is that this calendar allows for a more stable date
274 for the year end and is structured to give more instructional time and it can be increased
275 and will not be decreased if there are more than 5 snow days.

276 The board discussed that in the last five years only two years has the school exceeded the
277 five snow days and that was because of flooding. The board discussed why some people
278 were opponents of the calendar change at first. The board discussed who has to approve
279 this for the change to pass and their concerns about IEPs.

280 Ms. Sparks discussed the IEP form and the calculation for 180 school days to determine
281 the units of services. There is a field in the IEP form that is called "Calendar Year
282 Caveat". If this calendar goes through, Ms. Sparks will work with the special education
283 coordinators and case managers to help explain this change to parents. The children will
284 not get fewer services.

285 Mr. Maresco expressed his concern about teachers that are out for reasons like
286 chaperoning trips over seas. Everyday a teacher is out will have a greater impact. He
287 asked that the board and administration look more closely at how teachers are used and
288 how to limit when teachers are out.

289 The board discussed that teachers are leaving sub plans that include online learning.
290 They also discussed schools that are using online learning during snow days and how
291 important it is that students have experience with online learning before leaving SHS.

292 Mr. Coughlan congratulated Ms. Mullens for all of her hard work.

293 **Ms. Mullens made a motion accept the 175 day calendar with an additional 20**
294 **minutes added to the instructional day starting in FY13/14. Ms. Harrow seconded**
295 **the motion and the vote was unanimous.**

296 **DISCUSSION**

297 **Policies**

298 Mr. Brown asked to table the EEAA – Video Surveillance on School Property policy till
299 the committee is able to look at it again.

300 Ms. Harrow discussed the first line of the policy, which is about giving a blanket
301 authorization for video surveillance or not. It is not clear what that line indicates.

302 Ms. Sparks stated that the revisions are in the second reading. The Office of Civil Rights
303 has helped with the language and addresses in the policies. She discussed other changes,
304 which make the policies more consistent. At SHS, there are an additional three policies,
305 GBA, JB, and GBAB, which are superseded by AC and are no longer needed.

306 **Mr. Brown made a motion to rescind GBA, JB, GBAB from the Souhegan policies.**

307 Ms. Harrow expressed her concern that GBA was a concern for PPC and is not sure that
308 the version of AC has been brought forward to PPC.

309 The board discussed the need to go by PPC even if there is a requirement for the change.

310 Ms. Sparks asked the board approve ACA because it needs to be approved by June 30th.

311 Mr. Coughlan stated that the policies the board is talking about rescinding are not the
312 ones that the PPC is having issues with. The federal law trumps the PPC and the board
313 should approve the policy changes and work with PPC later.

314 **Ms. Mullens seconded the motion and the vote was unanimous.**

315 **Mr. Coughlan made a motion to adopt AC, ACA, ACE, JICK as proposed. Mr.**
316 **Grondstra seconded the motion and the vote was unanimous.**

317 Mr. Brown thanked Ms. Sparks for all of her hard work with all of the policies.

318 **Mr. Grondstra made a motion to go into NON-PUBLIC SESSION under RSA 91-**
319 **A:3 II. (a),(b),(c). Ms. Harrow seconded the motion and the role call was all yes at**
320 **8:34pm.**