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**SOUHEGAN COOPERATIVE SCHOOL BOARD**

**THURSDAY, November 1, 2012**

**PRESENT**

Souhegan Cooperative School Board: Chair Chris Janson, Howard Brown, Peter Maresco, Pim Grondstra, Steve Coughlan, Fran Harrow (6:11pm), and Mary Lou Mullens (7:10pm)

Administrative Team: Peter Warburton, Jon Ingram, Betty Shankel, Renea Sparks, Nicole Heimarck, Gigi Klipa, Rob Scully, and Kathy White

Minute Taker: Beth Penney

**CALL TO ORDER**

Ms. Janson called the meeting to order at 6:04pm.

**ANNOUNCEMENTS**

**Principals Report**

Mr. Ingram discussed Team 9C’s activities from the first week of school and how they had a “Mission Party”. The activities centered on the school’s mission statement and team building. Each student made personal commitment to the mission. He showed a slide show of pictures from the first week. Each student got to invite one person to the mission party and explain why they represent the mission. The students had to use the language of the mission. He showed a video made by one group of students about the mission. This week served as the foundation for the team before starting academics.

Mr. Ingram stated that the Inclusion task force would be presenting later because the leadership team did not get to meet with them on Monday since school was canceled. Monday and Tuesday next week are in-service days and the administration has decided to keep those days and not reschedule them.

Ms. Heimarck explained why they are moving forward with the in service days, which was not an easy decision. The work for the in-service days has been under way for two years; Monday and Tuesday’s work was suppose to happen last January. The faculty and staff will participate in cross-district CFG groups. The staff is assigned to a 10-11 person groups including prek-12 grade staff members. The first day, they will develop a sense of community, work on exploring student work, and professional experience. Day 2 the groups will have protocol driven discussions to explore the common core state standards in Literacy. Every subject carries responsibility in teaching literacy skills. She explained what some of the discussion would be about. The idea is to engage faculty in the core

34 standards so they are ready to help students by 2014 when the students will be assessed  
35 for the first time.

36 Community Council Report

37 Mr. Ingram stated that at the last meeting the council voted to support the schedule  
38 proposal, which adds one academic period to the day. Now they are working on whether  
39 to add more time to the day or keep the current day length.

40 Committee Reports

41 Mr. Coughlan stated that PPC is currently negotiating.

42 **PUBLIC TIME**

43 No public present.

44 **CONSENT AGENDA**

45 Ms. Janson asked to pull the minutes from October 4<sup>th</sup>, 2012

46 **Mr. Coughlan made a motion to accept the Consent Agenda including the**  
47 **Treasurer's Report: October 2012, Unanticipated Revenue: Donation to Student**  
48 **Activity Fund - \$125 from Controlair, Inc. Mr. Brown seconded the motion and the**  
49 **vote was unanimous.**

50 Ms. Janson ask to change the following lines in the October minutes:

51 Line 140: Meghan Kolopsky was spelled incorrectly.

52 Line 80: change to: The feasibility firms will come to talk with the Athletic Facility  
53 Committee about what they would do to determine the feasibility of raising money and  
54 how much they thought was a viable and realistic goal for the Amherst and Mont Vernon  
55 communities.

56 **Ms. Harrow made a motion to accept the October 4<sup>th</sup>, 2012 minutes as changed.**  
57 **Mr. Grondstra seconded the motion and the vote was unanimous, except Mr.**  
58 **Coughlan abstained.**

59 **PRESENTATIONS/ REPORTS**

60 FY14 Budget

61 Mr. Warburton stated that this is draft 1 and a lot of work has gone into this draft. This is  
62 the first attempt at looking at the budget. He thanked Mr. Ingram and Ms. Shankel for  
63 their hard work.

64 Mr. Ingram presented the Draft 1 Budget presentation as in the packet.

65 Mr. Ingram discussed the goals of the budget. He stated that the district recognizes what  
66 the voters have said, that economic times are turning around slower than hoped, and the  
67 school has a responsibility to keep taxes low.

68 Mr. Ingram discussed the proposed budget. The administration was very critical and this  
69 is the first draft. The budget was decreased by \$259,850.

70 Mr. Ingram discussed supporting 21<sup>st</sup> century education and the components of that  
71 including: technology, Special Education, Staff Professional Development (Focus on  
72 Common Core standards), Curriculum Development, Program Review (Supervision and  
73 Evaluation), and Athletics and Activities (more than 80% of students participate).

74 He discussed additional considerations including: the new PPC agreement, Facilities,  
75 Employee Benefits, Food Service (new national standards and high quality), and  
76 Transportation (big ticket item especially in Athletics).

77 He discussed staffing and decreasing enrollments for the FY14 budget. The FY14 budget  
78 is proposed to decrease 5.5 positions; 2 teaching, 2 support staff, 1 paraprofessional and  
79 0.5 custodians. The idea is to try to keep reductions as far from student learning as  
80 possible. He discussed the impact of the new schedule and how they do not want to  
81 dissect the program of studies. A high school's staff is driven by the program of studies  
82 and not by the number of students in each grade level.

83 Mr. Ingram discussed Facilities, reviewed the Gale Associates recommendations, and the  
84 critical issues including the replacement of the roof, HVAC replacement, paving of the  
85 road and parking lots, and the interior locking system. He showed pricing for each critical  
86 issue.

87 Ms. Shankel discussed the bond terms and last years warrant articles. The bond is a 10  
88 yr. bond with a 3% interest rate. The FY14 interest cost would be \$50,066. Ms. Shankel  
89 showed the schedule of payments. In FY14, there are no more bond payments for the  
90 buildings.

91 Ms. Shankel stated that this draft of the budget is a deduction in the general fund budget  
92 of -1.74%. The food service and grant fund have off setting revenues and will not impact  
93 the tax rate.

94 Mr. Coughlan asked about a shorter bond length.

95 Ms. Shankel stated that the interest rate could be 2.5% so the interest could be reduced.  
96 She had started estimates with a 10-year bond because that is where the discussion with  
97 the board ended last year. The board and administration can have more discussions about  
98 the terms of the bond.

99 Mr. Grondstra asked about the exterior locking system, which the school had a hard time  
100 getting working.

101 Mr. Ingram and Ms. Shankel discussed that the issues were not known about ahead of  
102 time. The crash bars are a little different than if the school had bought new doors. The  
103 locking system is now working appropriately and the impact of the issues was \$11,000.

104 Ms. Janson asked Ms. Shankel to remind the board what the increase in dollars was for  
105 the benefits and NH retirement.

106 Ms. Shankel stated that benefits and NH retirement adds 2.2% to the budget, which is  
107 equal to \$406,000. The administration had to find over 4% to cut to get the budget down  
108 to -1.74%.

109 The board discussed if the interior locking doors will be an issue. The interior doors will  
110 not be an issue.

111 Ms. Janson asked where the spending is coming from because the bond payment is gone;  
112 some of it is in the \$406,000.

113 Ms. Shankel stated that with \$406,000 increase and the \$260,000 decrease in the budget  
114 that equals the bond payment. There are many more lines where there are increases  
115 including transportation and fuel costs. The general fund decrease is a \$308,000  
116 decrease.

117 The board discussed how the budget process would work. Questions about line items will  
118 be emailed to all board members and administrators. Once answers are discussed in  
119 committees, the answers will be emailed to all board members and administrators.

120 The board discussed at length the decrease of five staff members. They discussed that  
121 one teacher is retiring and the rest will be looked at later once the new schedule is in  
122 place and class requests and subject area enrollments are looked at. This will impact  
123 class sizes, but not greatly. They discussed doing more with less and how this will extend  
124 beyond the FY14 budget. The cut of a 0.5 maintenance person was discussed. Using  
125 more student workers and limiting the areas of the buildings that are used in the summer  
126 would make it possible to cut this position.

127 Peter Stearns from the finance committee stated that he has been an observer for many  
128 years and there are many false assumptions in the community. One of them is that  
129 eventually costs will go down and the costs are not going down. Utilities will always go  
130 up. The school budget cannot remain flat unless the product goes down. Governmental  
131 entities are always judged harder. The faculty and leadership do a great job to trim costs.  
132 The public relations and public information piece needs to increase.

133 David Chen from the finance committee discussed teacher to student ratio. He discussed  
134 the scenario of a reduction of teaching staff by only 2. The average in 2011, teacher

135 salary reported to the state was at \$57,000 and a loaded rate of \$70,000 with benefits. If  
136 the school took out 6 teachers, that would save \$350-\$400,000 dollars. Things are going  
137 up but those are small compared to teacher's salaries. From 2005 till now the population  
138 has gone down consistently from 1040 to 812 students. The teacher/ student ratio is  
139 better than anywhere else in the state. The school should have declined by 24 teachers  
140 from 2005 till now. He asked what is really necessary to achieve what the school wants to  
141 achieve.

142 Dan Foley from the finance committee stated that these are 2 opinions that mirror the  
143 opinions of the various communities out there. The board needs to be transparent and  
144 answer questions in a way people can understand. If faculty has not decreased, then we  
145 need to explain why and what the impact would be if it did. We need to show both sides.

146 Ms. Harrow stated that high schools are very different when it comes to staffing, because  
147 students take different classes and the requirements of classes changes the dynamic. SHS  
148 goes heavy on science classes and that is because of what students and colleges demand.  
149 The community would not be happy with what was left if 6 teachers were cut. The board  
150 needs to present the description of a program for students to do well in colleges, show  
151 numbers of scholarships, how students perform well, and the statistics for people to move  
152 to Amherst.

153 Dave Chen stated that Bedford, Hollis/Brookline, Mont Vernon, Milford, and Merrimack  
154 are all 13:1 student/teacher ratios. Hollis/Brookline is #1 in NH. Amherst pours more  
155 money in but we are not getting as much out. Bedford has a growing enrollment and is #3  
156 in the state. Milford is ahead of Amherst. Hollis/Brookline is in the top 10% of the  
157 country according to the US News and World Report.

158 Mr. Warburton discussed coming back with specific answers to good questions and come  
159 back with specific information about the reports that are out there. For the college  
160 readiness index the top 3 schools in the state are Hollis/Brookline, Hopkinton, and SHS.  
161 This is based on AP classes. Milford's score is different because of the type of school it is  
162 People are asking for more information and they need specifics and answers. 81% of  
163 Bedford and SHS students go on to 4 year colleges. In Hollis/Brookline, 78% go one to  
164 four year colleges. Times are changing and we need to ensure the community and the  
165 board are on the same page. The community sets the standards for the education the  
166 students get.

167 The board discussed a spreadsheet that Mr. Ingram had given them in the past, which  
168 shows the number of classes in each subject and type and the enrollments. This will drive  
169 the number of teachers needed. They discussed that SHS has a rich program of studies  
170 and the new schedule will give kids more access. No one would want to cut teachers and  
171 then have to cut programs.

172 Kathie Nunley from the finance committee discussed that she has lived in Amherst for 10  
173 years and has had 3 kids go through the system. She has seen a degradation in the school  
174 and she blames that on the staff to student ratio. She is not discussing reducing teaching

175 staff, but the support staff and administration. These positions have created more layers  
176 of adults between students and the person of main instruction. She would like to see what  
177 the support staff and administration has looked like in the last 10 years. She moved here  
178 so her kids could attend SHS and she would love to see the school from 10 years ago.

179 The board discussed going back and taking a closer look at the draft budget. Ms. Shankel  
180 will set up the sub-committee meetings and the board will bring detailed notes from the  
181 sub-committee meetings to the next board meeting to help with the discussion.

## 182 Warrant Articles

183 Ms. Shankel stated that this is the skeleton of the proposed warrant articles in the agenda  
184 packet. The deliberative session will be Saturday, February 2<sup>nd</sup> at 11am. She went  
185 through each article with the board.

186 The board discussed whose seats are up for re-election. Ms. Shankel will check on this.  
187 The board discussed prioritizing the warrant articles, the not having a warrant article for  
188 the new RSA, and the importance of the expendable trust.

189 The board, the administration, and the finance committee discussed at length Warrant  
190 Article 2 and the number of 3 million dollars. They discussed the costly yearly repair of  
191 the HVAC, breaking the article up into 3 or 4 warrant articles, and putting the roof and  
192 the HVAC into one warrant article. They decided to process this and discuss the warrant  
193 articles again in December.

## 194 FY13 1<sup>st</sup> Quarter Financial Summary

195 Ms. Shankel stated that this summary is till September 30<sup>th</sup>. The beginning of the school  
196 year is hard to report out on. In salary and benefits, there is a savings of \$75,000, but this  
197 may get eaten up because of the default budget.

198 The board and Ms. Shankel discussed that the money for staff salary and benefits is set  
199 aside at the beginning of the year so it can not be spent.

## 200 DISCUSSION

### 201 Policies: EEAA- Video Surveillance – 2<sup>nd</sup> reading

202 The board and Mr. Ingram discussed the ability to erase the memory on the cameras. The  
203 cameras store memory based on the quantity and not on time because the cameras are  
204 motion censored. The board discussed the benefits of having motion censored cameras  
205 versus cameras that ran all the time. They discussed that if there is an incident then the  
206 video could be copied off the memory to something like a disk.

207 Mr. Warbruton asked if in paragraph 4 is the second sentence necessary, based on what  
208 we have learned about the cameras.

209 Ms. Harrow stated that the 2<sup>nd</sup> sentence was developed to emphasize that the video  
210 cameras are not to trap students later but for surveillance. This adds a layer of protection.

211 Ms. Mullens suggested changing the first sentence to the superintendent can give  
212 permission to go back up to 30 days worth of recording.

213 Mr. Brown suggested eliminating the second sentence.

214 The board discussed the second sentence. The board decided to leave in the unless clause  
215 from the second sentence.

216 Mr. Brown stated that this policy does comply with the retention policy.

217 **Mr. Brown made a motion to accept Policy EEAA accept with the revisions to**  
218 **paragraph 4: The Superintendent of Schools or his/her designee, may authorize**  
219 **viewings of recordings for a period up to thirty (30) days, unless the superintendent**  
220 **determines that the recording is relevant to a disciplinary proceeding. Ms. Mullens**  
221 **seconded the motion and the vote was unanimous.**

222 Mr. Brown discussed a revision on policy GBK that was not included when the board  
223 voted through a group of other policies.

224 Ms. Sparks stated that the edits do not change the content of the policy but point to other  
225 policies depending on the circumstances.

226 **Mr. Brown made a motion to accept policy GBK as amended by Ms. Sparks. Mr.**  
227 **Coughlan seconded the motion and the vote was unanimous.**

228 The board discussed that the staff conduct policy was being looked at by PPC and that  
229 Mr. Warburton would check in with PPC on Wednesday.

230 Hiring Process

231 Mr. Warburton stated that there had been questions about the hiring process and the  
232 board will discuss this in March.

233 Review of Board Goals

234 Mr. Warburton asked the board for changes.

235 Ms. Mullens asked to add the goal of recommitting to timely and respectful  
236 communications.

237 Ms. Mullens asked to add a goal of exploring the idea of a multi-district committee to  
238 discuss SAU goals and budget dilemmas. She explained why she would like to explore

239 this idea. She discussed examples of connections between the Amherst board and the  
240 SHS board.

241 Mr. Warburton stated that he will add the idea to the SAU meeting agenda, and will add  
242 the goals to the list.

243 Mr. Warburton stated that the board would be looking at test scores in December.

244 Professional Nomination

245 Mr. Ingram stated that he is happy to nominate Rachel Belmont as a long-term substitute  
246 for the remainder of the year to fill Dick Millers spot.

247 **Ms. Harrow made a motion to approve the nomination of Rachel Belmont. Mr.**  
248 **Maresco seconded the motion and the vote was unanimous.**

249 **ACTION ITEMS**

250 Parking Ordinance for Election Day – November 6, 2012

251

252 Mr. Coughlan asked that on Election Day they keep the Annex lot, behind the cafeteria,  
253 from long-term parking. He asked the SHS board and selectman to adopt the ordinance  
254 to keep parking in that lot to 25min. on Election Day.

255

256 The board discussed the on going problem with the sign holders, how the lot is monitored  
257 by reports from voters, that staff members will park at the middle school and the back  
258 SHS lots, and that volunteer workers should park in the front or side spaces of the school.

259

260 **Mr. Coughlan made a motion to pass this ordinance. Ms. Harrow seconded the**  
261 **motion and the vote was unanimous.**

262

263 **INFORMATIONAL**

264

265 Souhegan Staff Breakfast – December 11<sup>th</sup>

266

267 Ms. Janson reminded the board of the breakfast and that staff will be there at 7:45am.

268

269 **Ms. Harrow made a motion to go into Non-Public Session under RSA 91-A:3 II.(a),**  
270 **(b), (c) at 8:09pm. Mr. Grondstra seconded the motion and the roll call was all yes.**

271

272