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Souhegan Cooperative School District
Thursday, November 3, 2011

PRESENT

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

Administrative Team: Karen Chininis, Nicole Heimarck, Jon Ingram, Betty Shankel, Amy Sarsfield, Gigi Klippa, Bob Thompson, John Smith and Peter Warburton

Minute Taker: Beth Penney

CALL TO ORDER

Call to Order

Ms. Janson called the meeting to order at 6:03pm.

ANNOUNCEMENTS

Announcements

Mr. Warburton thanked the work of the fire and police departments in both Amherst and Mont Vernon during the last week. He thanked parents for their patience and help. He wished the SHS girls soccer team good luck in the semifinals.

Ms. Janson congratulated Mr. Warburton for being elected to the State Council for the Arts.

Principal's Report

Ms. Harrow and Mr. Ingram discussed the trip by some of the staff to Burlington Massachusetts to see how tablets were being used to replace textbooks and the idea of giving every student a device. The trip was supported both by state and federal grants. Kathy White will follow-up by looking into other types of hardware including the iPad and the Kindle.

NH Scholar's report

Karen Chininis and Tim Cotreau gave the presentation.

Ms. Chininis stated that this is a program starting at SHS. It is part of the state scholars initiative, which is a national program. 50 NH districts are joining. SHS has been working with Scott Power who is the director for NH.

Mr. Cotreau stated that SHS is the 48th school to sign on to the program. The

37 intent is to try to improve career and college readiness for the middle 50% of
38 students. The program includes a rigorous core course of study, consistent with
39 requirements for colleges. The program has incentive and recognition for
40 students and also strengthens local business partnerships with the school.

41 Mr. Cotreau explained each of the intents of the program in more detail, including
42 what the core study program would be for SHS students. Besides classes the
43 students would need a yearly career experience. There will be no minimum GPA
44 requirement, but students cannot take skills courses to be in this program.

45 Mr. Cotreau and Ms. Chininis will be meeting with the PTSA and Community
46 Council soon. The program explanation will be in the Program of Studies for next
47 year and counselors will talk to students about the program during course
48 selection for next year.

49 The board and Ms. Chininis discussed that a high number of students already
50 meet the requirements for this program. 136 out of 226 seniors meet the
51 requirements at the preliminary look at the class and those students will be
52 recognized this year. They expect more students in the following years. They
53 also discussed that not being able to take AP courses, as sophomores will not
54 impact their ability to succeed in this program.

55 Mr. Ingram thanked Ms. Chininis and Mr. Cotreau for helping to establish this
56 program to open doors for many more students.

57 Task Force Charges and Expectations

58 Mr. Ingram passed out a handout about the Task forces and their charges. He
59 explained the charges of each one and the timeline for completion.

60 Mr. Coughlan asked to be contacted by the Inclusion task force because he is
61 supposed to be the board liaison.

62 The Advisory task force is using adult volunteers from the pool of Community
63 Council applicants.

64 Mr. Ingram stated he will continue to check in with the board about the progress
65 of the task forces throughout the year.

66 Community Council Report

67 Mr. Thompson stated that the Community Council is looking at a proposal to add
68 a liaison member of community council to the PTSA because this will strengthen
69 the connection between the council and the community. They are revisiting the
70 proposal to eat on carpeted areas. There is also a proposal for a Souhegan fight
71 song. The song creation would be a contest. The council is also looking at their
72 by-laws and discussing how to better reach out to the community.

73

74 Committee Reports

75 No reports.

Public Time

76 **PUBLIC TIME**

77 No public present.

Consent Agenda

78 **CONSENT AGENDA**

79 Ms. Ludt asked to pull the minutes and the extended leave request.

80 **Ms. Harrow made a motion to accept the Consent Agenda containing the**
81 **treasures' report and the resignation. Mr. Brown seconded the motion and**
82 **the vote was unanimous.**

83 Ms. Harrow stated that Marcia Arndt has done an excellent job at SHS and
84 wanted to acknowledge her and wish her well. This resignation is bitter sweet.

85 Ms. Ludt asked for the following changes be made to the October minutes: Jane
86 Pollio is from Amherst and Jane Nilles is from Mont Vernon; Debbie Bender is
87 from Amherst; line 102: intramurals not intermurals (change all); line 134: decile
88 instead of docile (replace all); line 155: councilor spelling should be counselor
89 (all); line 192: until the last bar; line 200: detailed graph is needED; line 242:
90 anecdotal to support this change, anecdotal is spelled incorrectly; line 377:
91 change questioned this proposal instead of discussed.

92 Ms. Mullens made the following changes to the October minutes: line 29: Nan
93 Stearns, spelled incorrectly; Line 35/37: Carol instead of Debra; Line 35/37:
94 Formby is spelled incorrectly

95 Mr. Coughlan made the following changes to the October minutes: line 76
96 President Obama not just Obama; line 319: increase in pay over next two years –
97 no dollar amount; Line 413 spell out B &G.

98 Ms. Ludt asked how the extended leave request works and what happens after
99 the request is made.

100 Mr. Warburton stated that the Family and Medical Leave Act allows for extended
101 leave without pay and without benefits. If the board approves the extended leave
102 the teacher's place will be held for next year.

103 Mr. Ingram stated that the long-term substitute would continue.

104 **Mr. Coughlan made a motion to approve the October 6th minutes and the**
105 **extended leave request. Ms. Harrow seconded the motion and the vote was**

106 **unanimous.**

107 **PRESENTATIONS/REPORTS**

Presentations/ Reports

108 **Cameras and Lighting in Parking Lot**

109 Mr. Warburton discussed that it is the administration's role and goal is to give
110 information to help the board make an informed decision.

111 Mr. Ingram gave the board the community council recommendations, showed a
112 visual of parking lots, where the proposed cameras would go, the current lighting
113 and data on theft and vandalism incidents. He also showed the cameras
114 proposal from community council, which stated that as many cameras as needed
115 should be installed. He showed some of the discussion notes and the vote.

116 The theft and vandalism incidents occurring in the parking lots from 2008-2011
117 had a total loss of \$2470 for theft and \$2116 for vandalism.

118 Mr. Thompson discussed that in accordance with the memorandum with the
119 Amherst police any school violation and violation of the law is reported to the
120 police.

121 Mr. Ingram discussed that the cameras would cover all parking areas at SHS and
122 that the school would not have to add lighting for the cameras.

123 Mr. Miner explained his concerns about lighting on campus and the line item in
124 the budget. The lighting would need to be upgraded with or without cameras.

125 The board had a lengthy discussion with the following main points:

126 - Community Council's proposal discussed a need for lighting in the new parking
127 lot and that the number of cameras should be kept low because of the concern
128 that having cameras in the parking lots is a gateway to having cameras
129 elsewhere. This proposal does not go along with Community Council's
130 recommendation or discussion.

131 - Questioned whether this proposal was prioritizing money spent based on the
132 recommendations of the Gale report and Community Council and if so than is
133 this honoring the original intent of the camera proposal.

134 - How many incidents occurred during the day or after school hours was
135 discussed. Most incidents occurred during school hours or until 5pm.

136 - The cameras will be recording cameras with a DVR that records 24 hours a day
137 and the school can keep archived data. The cameras will be used to go back to

138 look at video and no one will be paid to watch the cameras. The cameras are
139 motion activated and will send alerts when there is activity at times when no one
140 is suppose to be on campus. Evidence has shown that cameras can be seen as
141 deterrence.

142 - The concern is if cameras are put only in the student parking areas that the
143 theft and vandalism will move to a different space without cameras.

144 - Cameras will also help if a student is missing because it will speed up the
145 process, but will not prevent it.

146 Mr. Brown stated that cameras work as deterrents on buses and should work
147 here. He would vote for having cameras everywhere on the grounds of the
148 school, but not in the school.

149 Mr. Ingram stated that the contractor recommends 8 cameras costing \$44,000,
150 which includes electrical needs and contingencies. 5 cameras would cost
151 \$35,000. There are fixed costs no matter how many cameras, which include
152 wiring and the DVR.

153 The board continued their discussion with the following main points:

154 -There are 5 areas for student parking

155 - Senior parking needs more lighting and this is where most of the incidents
156 occur so maybe there is a need for only one camera in that lot.

157 - Cameras from the middle school are obstructed from the high school because
158 of trees.

159 - Adding a camera to cover Junior and Sophomore parking would only require
160 the need for two total cameras.

161 -The cameras attached to the building would not require additional electrical
162 costs because the internal electrical wiring could be used.

163 - Cameras could be added later if wiring was done now.

164 - Adding additional lighting would cost \$1700-\$2000 per light without the
165 electrical wiring installation, but the camera contractor did not suggest adding
166 additional lighting for the cameras because most of the incidents occur during the
167 day.

168 – The Gale report suggested more lighting and during events at night people

169 cannot see in the senior parking lot.

170 - Community Council did not discuss lighting.

171 - For 3 cameras and a light the total cost would be about \$31,000 plus the
172 installation of the light.

173 The board discussed in order to follow the Community Council recommendations
174 2 cameras should be installed. The board discussed adding three lights to the
175 rear parking lots. The board asked the administration to follow up with prices for
176 2 cameras and 3 lights.

177 Ms. Harrow stated that things got confused, the fitness equipment got put in and
178 that made the decision about the security issues difficult. The surplus was ear
179 marked for security issues and cameras were to be taken care of before the end
180 of year, but this changed because of the State NH retirement system changes.
181 Last March the board promised the community the priorities would be under the
182 umbrella of security to include some cameras, adequate lighting, and to be able
183 to lock the outside doors and eventually the inside doors.

184 Mr. Coughlan is in favor of having 8 cameras to cover all of the parking lots. He
185 would also choose the 8 cameras over the external locking system because the
186 locking doors are speculating that something may happen. He stated that he
187 would like to see more lighting in the rear parking lots.

188 Ms. Ludt stated that the limited budget is the issue.

189 Mr. Thompson stated that the cameras would offer facial recognition for theft and
190 vandalism incidents.

191 Officer Smith stated that there have already been 4 thefts from lots this year
192 without identifying people and these were spread out over several parking lots.

193 Ms. Ludt and Ms. Mullens discussed that if the board goes along with the
194 Community Council recommendations then 8 cameras should not be installed.

195 Mr. Thompson stated that Community Council did not discuss the number of
196 cameras, but did discuss parking in general and vandalism to student cars.

197 Mr. Coughlan stated that he is informed by the Community Council, but is not
198 bound by Community Council.

199 Ms. Janson stated she would like information on 8 cameras + 3 lights and 2
200 cameras for the back parking lots + 3 lights.

201 Mr. Miner stated that they might have to install a pole for the camera because the
202 lighting may not have the appropriate electrical wiring.

203 Mr. Coughlan asked the administration to talk to a few vendors about how many
204 lights should be installed in the parking lot.

205 Mr. Miner stated he will set up camera pricing and lighting prices.

206 **Ms. Harrow made a motion to rescind the motion from the last meeting to**
207 **reconsider the spending of the surplus. Ms. Ludt seconded the motion and**
208 **the vote was unanimous.**

209 Mr. Miner passed out the exterior locking information. This system is a
210 computerized lock system with one button lock down of all entryways to the
211 school and teachers would have card swipe and push button from inside to lock
212 the interior doors. Mr. Miner suggests breaking this into 2 phases: 1st the exterior
213 28 doors and 2nd the 137 interior doors. The work went out to bid and \$291,000
214 was the lowest bid. The company is willing to hold the price quotes through
215 March of 2012. Phase 1 will cost \$78,000 and phase 2 will cost \$221,000. Phase
216 1 will take 6 weeks and cannot be done with school in session. Phase 2 will take
217 7-9 weeks and cannot be done with school in session. The full project will take
218 8-10 weeks. The plan is to start either component or both in the middle of June.

219 Mr. Miner discussed the existing locks and the use of existing locks to replace
220 failing electronic systems. There are 23 opportunities to replace failing doors and
221 the school has had to replace 3-4 doors per year.

222 The board discussed calling the expendable trust committee, but that maybe they
223 should wait till a decision is made about the cameras. They also discussed the
224 locker cluster and how if it is not done with the surplus funds than it will be in the
225 next budget.

226 Ms. Shankel reminded the board that it would not be smart to spend the entire
227 surplus.

228 FY13 Budget Draft 1

229 PowerPoint

230 Mr. Ingram stated that there are not many changes to last year's budget. He
231 discussed the purposes of the budget, budget numbers, and increases. The total
232 budget is an increase of 0.94%. The school started at an increase of 1.86% and
233 reduced it to below 1% by cutting \$182,000 out of the budget.

234 Mr. Ingram discussed areas of the budget where there were increases and

235 needs. He also discussed the new line items within the Athletic department. He
236 stated that there is no request for money for the new wellness center and that the
237 administration will be seeking grants to fund that space. He discussed the
238 struggle to discuss decreasing the number of staff. There have been discussions
239 about administrative positions being condensed. He reminded the board that
240 reducing staff would affect program offerings. He would like to hear a clear
241 directive from the board before he considers staffing cuts.

242 The board and Mr. Ingram discussed that there is a need for more special
243 education staff because of an increase in students with IEPs. They also
244 discussed the tipping point to cut staff. Mr. Ingram stated that they look at the
245 incoming 9th grade class and consider students access to a variety of classes.
246 They also discussed changes in custodians and grounds people. They
247 discussed what would happen if they tried to keep the budget at a 0% increase.

248 Mr. Miner discussed the proposed facility upgrades using the Gale report, which
249 in the report was a total of 14 million dollars. They have already taken care of
250 some of those issues.

251 Mr. Miner discussed the five items must be addressed including: Roof
252 replacement and repair of main building - \$1.1 million, Major HVAC Equipment -
253 \$950,000, Paving - \$1 million for five major areas which have not been improved
254 in 20 years, Masonry - \$180,000, Covered Walkway and Fire road - \$110,000.
255 All of these items will cost a total of about \$3,488,000.

256 Mr. Miner discussed that the school can do this work over time, but will pay the
257 penalty in added costs of time and the needed repairs till the time of full repair.

258 Athletic Upgrades

259 Mr. Miner discussed scenarios using Ken Bigley's suggestions and the Gale
260 report recommendations. He showed diagrams of two possible scenarios.

261 Scenario one would cost a total of \$2,460,000. This scenario includes
262 centralizing athletics to the back of the school for competitions, moving the
263 softball field off Simeon Wilson Rd., making the bleachers ADA compliant,
264 reconstruction of the track, enlarging and turfing the main field so the field can
265 accommodate many sports on regulation size fields. Mr. Miner also discussed
266 placement of fields and the purchase of portable bleachers for different seasons.

267 The board and Mr. Miner discussed the placement of the tennis courts, that only
268 one field would be turf, the lining of the field for multiple sports, and the set back
269 agreements from Simeon Wilson Rd.

270 Mr. Miner explained that scenario 2 is more attractive and would cost a total of

271 \$3,755,000. This scenario puts bleachers and the press box in between the
272 fields. It is still a centralized venue for sports and puts in a storage building next
273 to the press box along with bathrooms and concessions. It also addresses ADA
274 requirements and will still result in two full size grass fields. This scenario also
275 includes movable bleachers, tennis courts, and the additional parking area. The
276 additional cost is in the new press building, the bleacher installation, and the
277 moving of the main baseball field.

278 These two scenarios will be presented to the town's recreation department for
279 further discussion also.

280 Mr. Ingram discussed the advantage scenario 2 has over scenario 1. The two
281 main advantages are functionality and storage. The fields are centralized and the
282 building solves the school's storage issues. Scenario 2 allows for a premier
283 facility, which can host state tournaments and large events. This can still happen
284 with scenario 1, but not for all kinds of events. Scenario 1 does not address the
285 storage needs. Scenario 2 allows for better bathroom facilities also.

286 Mr. Miner passed out detail costs for the 2 scenarios.

287 The board discussed that storage building would replace all of the trailers on
288 campus and that the track and tennis courts would be open for the community to
289 use. The board discussed the use of the turf field by Pop Warner and how the
290 field could handle the use, but that scheduling could be an issue. They also
291 discussed the need to be mindful of the neighbors on Sundays if the use of the field
292 increases.

293 Warrant Articles

294 Ms. Shankel discussed funding Scenario 1 by using 7-year bonds or yearly
295 projects. The bond option would cost a total of \$6,674,332. If yearly projects were
296 completed using the operating budget, warrant articles, and the expendable trust
297 the repairs would cost a total of \$5,948,000. For both options the project order
298 would be as follows: YR.1 Walkway, fire road and masonry, YR 2 Roof and
299 masonry, YR 3 & 4 Paving and HVAC, YR 5 & 6 Athletic facility.

300 Ms. Shankel stated that the numbers include the assumption that \$65,000 would
301 be added into the expendable trust fund each budget year.

302 Ms. Shankel described similar options for Scenario 2. Bond payments would cost
303 a total of \$8,121,369 and yearly projects would cost a total of \$7,243,701. The
304 project order would follow the same schedule, as Scenario 1 but the athletic
305 fields would take three years.

306 Ms. Shankel discussed the possible need for non-lapsing warrant articles for the

307 athletic facility in scenario 2.

308 The board and Ms. Shankel discussed doing the repairs in chunks using short
309 termed bonds like 3-year bonds. Their concern was that it is hard to get a bond
310 passed. They discussed gaining revenue from holding athletic events. The
311 school would not earn revenue from NHIAA tournaments. The board also
312 discussed whether these projects would qualify for building aide if the State of
313 NH started funding that program again. The turf field might stop the project from
314 qualifying.

315 Ms. Shankel stated that she is using the assumption of 3% interest for the
316 bonding. When she gets direction from the board she will get better numbers for
317 the interest rate from the bonding bank. The board needs to have a decision by
318 December so that preparation for the January public hearing can happen.

319 The board and Ms. Shankel discussed that the Walkway and the Masonry are
320 not top priorities but would happen first because they are less expensive. They
321 discussed the need for the covered walkway between the buildings and why it
322 was not built originally.

323 The board discussed creating a document for each section of the budget in order
324 for board members to ask questions about line items for all parts of the budget.
325 Ms. Ludt offered to start this document and send it for all board members to add
326 to. The board will also be assigned to committees to look at specific parts of the
327 budget.

328 Ms. Janson read off the budget committee assignments. The SAU will be
329 supporting the board in setting up meeting times for those committees.

330 Ms. Shankel discussed the warrant articles and the public hearings.

331 Mr. Coughlan stated that he would not like to see any more warrant articles than
332 these.

333 Ms. Ludt asked for the budget increases for the other districts and the town.

334 Mr. Ingram stated that the girl's soccer team won in overtime and will play in the
335 finals Saturday at SHNU.

336 **DISCUSSION**

Discussion

337 Policy IMGGA – Service Animal - 1st Reading

338 Mr. Brown complimented Renea Sparks for drafting this policy and Karen Taylor
339 who drafted the next policy. He stated there are no differences in the policy

340 except the corrections made at the SAU meeting.

341 Policy DIA – Fund Balances - 1st Reading

342 Mr. Brown stated the letters of the policy need to change, by adding a letter, so it
343 does not conflict with another policy that is coming out. He suggested adding an
344 M for Manifest.

345 The board discussed the need for two signatures and naming one member
346 versus two members to the manifest.

347 Mr. Brown stated that the policy committee could look at the old policy in the
348 future and make revisions, but all that is being done right now is changing the
349 title of the policy by adding a letter to it.

350 **ACTION ITEMS**

Action Items

351 Professional Nomination

352 Mr. Warburton stated that he is nominating a person who already works for us as
353 a 0.5 position to take over Marcia Arndt's classes.

354 Mr. Ingram discussed the reassignment of classes to cover Maria Arndt's
355 classes. Michelle Castel was hired to fill in for Sarah Laurent and she will finish
356 the year in Marcia's other French classes. The administration is asking the board
357 to approve taking her position from 0.5 to full time plus a fifth class.

358 Mr. Coughlan and Mr. Ingram discussed that Marcia was the coordinator and
359 how that would be filled.

360 **Ms. Harrow made a motion to follow the recommendation of Mr. Ingram in**
361 **order to cover Marcia Arndt's classes, by changing Michelle Castel's**
362 **position to full time plus a fifth class. Ms. Mullens seconded the motion**
363 **and the vote was unanimous.**

Adjourn

364 **Mr. Brown made a motion to adjourn the meeting at 9:21pm. Mr.**
365 **Grondstra seconded the motion and the vote was unanimous.**