

**MINUTES**  
**SAU SCHOOL BOARD MEETING MINUTES**  
**September 27, 2007**  
**Souhegan High School Annex, Room A222**

John Schwope called the board meeting to order at 6:03 p.m.

**I. CALL TO ORDER**

Present:

**ATTENDANCE**

Souhegan Cooperative School Board: Steve Coughlan (arrived 6:10 p.m.), Dan Foley, Jeanne Ludt (arrived 6:10 p.m. left 8:45 p.m.), Christine Morley and Dana Redmond

Amherst School Board: Peg Bennett, Dwight Brew, Pam Dudoff, Nancy Head, Jim O'Mara (left 8:15 p.m.)

Mont Vernon School Board: Howard Brown, Jayson Darula, Bruce Schmidt, John Schwope, and Leo White (arrived 6:12 p.m.)

Administrative Team: Nicole Heimarck, Dr. Mary Jennings, Betty Shankel, and Kathy Skoglund.

Administration: Porter Dodge, Kris Gallo, Colleen Meaney, and Meredith Nadeau

Minutes Recorder: Lyn Jennings

**II. ANNOUNCEMENTS**

John Schwope talked about the New Hampshire School Boards Association information he received in the mail as a school board member. John said a Legislative Summary was put together by the NHSBA and it talked about how the Legislation will impact school boards and their policies. John suggested board members read the Legislative Summary.

Dr. Jennings asked Nicole Heimarck to provide an update on what the Literacy Team will be doing this month and next.

Nicole told board members the Literacy kickoff was very successful. Nicole said the Literacy Coaches have been entering the classroom. Nicole said on October 5, 2007, the faculty would have an In-Service Day, which will focus

on Reading and Writing Skills.

Nicole invited board members to join the staff on October 5, 2007 between the hours of 8:30 a.m. and 10:00 a.m. at the High School Auditorium. Nicole said the Keynote Speaker is Ralph Fletcher. Nicole said he would be speaking about the districts Literacy Initiative.

Nicole said during the afternoon, teachers would be involved in concurrent sessions lasting ninety minutes each. Nicole said they are offering over thirty different sessions to choose from.

Nicole said the NERA Workshop began in Maine yesterday, September 26, 2007, and Scott Prescott was attending the workshop, which would end on Friday, September 28, 2007.

Dr. Jennings told board members the school administrators were invited to the meeting this evening to discuss district goals and indicators of success.

John Schwope invited comments from the Public but none were forthcoming.

### **III. PUBLIC TIME**

The A 1. Minutes – August 30, 2007, were pulled from the Consent Agenda.

### **IV. CONSENT AGENDA**

**A motion was made by Nancy Head to accept Consent Agenda items B. Budget 1. Treasurer's Report a. August 2007, 2. Manifest a. August 2007. Jayson Darula seconded the motion. The motion passed unanimously. (15-0)**

**A motion was made by Pam Dudoff to approve the minutes of August 30, 2007, as amended. Dwight Brew seconded the motion. The motion passed unanimously with three abstentions, Jim O'Mara, Leo White, and Dana Redmond. (12-0)**

#### **A. SAU Goal Setting – Report from Goal Setting Groups**

Dr. Jennings told board members she would like the SAU Board to develop a SMART Goal. The board was broken into three groups and each group was asked to develop a SMART Goal. The groups included: Academic Literacy; Policy, and Facilities Planning.

The Academic Group consisted of Jayson Darula, Christine Morley, Dwight Brew, Kathy Skoglund, and Nicole Heimarck.

The Policy Group consisted of Pam Dudoff, Howard Brown, Steve Coughlan, Dr. Jennings and Meredith Nadeau.

The Facilities Group included Jeanne Ludt, Dan Foley, Dana Redmond, John Schwope, Betty Shankel, Nancy Head, Peg Bennett, Jim Miner, Leo White, and Porter Dodge.

Once the groups met, they came back together to present their SMART Goal. John Schwope asked one member from each group to present their goal.

1. **Academic Literacy Goal** - Nicole Heimarck presented the goal from the Academic / Literacy Group.

- 1) Identify existing K-12 Baseline Data.
- 2) Publicize Data
  - a. Define Data Points (NECAP, NWEA, Senior Projects, etc.)
  - b. Share existing Performance Data
- 3) Establish Annual Performance Goal using the Baseline Data.

Nicole said there is currently no baseline data for the High School in order to make a projection.

Dr. Jennings asked the Academic Group to sharpen up their goal a little more for the next meeting. Nicole agreed to take the lead.

2. **Policy** - Pam Dudoff provided a handout for the Draft SAU 39 Policy Development Goal for 07-08.

The goal was as follows:

We will increase the ease of administration of Board policies by increasing the consistency of Policies across the Districts as measured by a survey of our SAU Administrators. We will ask the administrators to rate us based on their view prior to the current policy development initiative (March '07) and then rate us again in February. This will give us a baseline % of improvement and we can then set a goal for continued improvement during the '08-'09 Board year.

Board members were given a copy of the Administrator Satisfaction Survey. The questions were as follows:

- 1) Board Policies provide clear and consistent guidance for us as SAU Administrators. Administrators were asked to answer the question on a 0 to 5 scale with 0 being not at all and 5 being excellent.
- 2) The Board Policies of all 3 Districts are consistent enough that we can develop a single set of procedures for use by SAU administrators and staff. Again, the staff was asked to answer the question on a scale of 0-5 with 0 being not at all and 5 being excellent.

John Schwope said establishing a single set of procedures for all 3 Districts is not realistic. John suggested rewording the question as follows:

*The Board Policies of all 3 Districts are consistent enough that we can efficiently establish procedures for use by SAU administrators and staff.*

3. **Facilities Planning** – Nancy Head presented the Facilities Planning Goal as follows:

In coordination with the town Capital Improvement plans of Amherst and Mont Vernon to develop a ten-year renewable, cost effective, sustainable and environmentally friendly plan that supports the policies and the curriculum of the district by November 2007.

Discussion amongst board members followed. The goal was amended to read as follows:

*In coordination with the town Capital Improvement plans of Amherst and Mont Vernon to develop a ten-year rolling plan, which is cost effective, and sustainable that supports the policies and the curriculum and is environmentally friendly and developed by November 2007.*

## **B. Policies**

1. **Future SAU District Policies for 1<sup>st</sup> Reading** – Dr. Jennings presented board members with a suggestion for future readings of District Policies.

Dr. Jennings said a 1<sup>st</sup> reading of a policy at the SAU 39 Board meeting does not count as a first reading, but just a review of the policy. Currently once a policy goes to the district level it counts as a 1<sup>st</sup> reading and then it gets brought back for a 2<sup>nd</sup> reading.

Dr. Jennings suggested at future SAU 39 Meetings they divide into three separate district meetings and receive the policy as a large group. By doing it this way, Dr. Jennings said they are then able to read the policy at the SAU 39 meeting as a 1<sup>st</sup> reading, the next reading is at the district level and can be considered a 2<sup>nd</sup> reading.

Board members discussed Dr. Jennings' recommendation.

Dwight Brew said he is not in favor of the recommended process because it did not allow sufficient public input to the proposed policies.

Jeanne Ludt said she would be in favor of this process if

there were more discussion at the SAU 39 meeting prior to the 2<sup>nd</sup> reading.

Bruce Schmidt said he would be against the proposed process because the Mont Vernon board needs to hold their meetings in Mont Vernon in order to receive feedback from residents should they have any feedback.

Pam said by utilizing the Angel website, comments made by board members can be reviewed prior to the SAU 39 meeting if they are included in board packets they will aide board members in their review of the policies.

Nancy Head said she sees the proposed process as being a problem since the 1<sup>st</sup> reading would not be televised and at the district meeting they would already be at the 2<sup>nd</sup> reading and voting on the policy.

Dr. Jennings said she hadn't thought of some of the implications suggested by board members.

**2. Policies** – Pam Dudoff provided board members with a handout entitled Status – Base Policies and Required Policies.

The handout showed the total number of policies for Amherst and Mont Vernon is 56 and for Souhegan it is 58. To date, 22 policies have been reviewed on the Angel Website and there are 23 remaining. At the SAU Meeting 21 Policies have been reviewed with 35 policies remaining. At the District Phase, 18 policies have been approved with 38/40 remaining.

Board members received a copy of the Angel Website comments on the policies they reviewed. A copy of these board comments will be included with the final minutes of the board meeting.

**CA** – Administration Goals - Board members suggested several changes to Policy CA.

Policy Title – Change it to Administrative Responsibilities

from Administration Goals.

Bruce Schmidt said the policy was confusing since it said goals and the superintendent is measured by goals separate from this policy. Bruce suggested changing the word goals to duties in the third paragraph.

The third paragraph will now read:

*Major duties of the administration will be in addition to the annual goals set with the board:*

Pam Dudoff agreed to make the suggested changes from board members.

**IMAH** – Health Education – Daily Physical Activity –

Dr. Jennings told board members the administration has not had a chance to review this policy yet. Dr. Jennings said tracking the data as the policy reads, looks to be a daunting task however, she would need to speak with the administration prior to her final opinion on policy implementation.

Pam Dudoff said the policy covers students in K-12, it recommends students in grammar school participate in at least 30 minutes of physical activity and exercise each day and students in High School participate in at least 60 minutes of physical activity and exercise each day.

Pam told board members the section of the policy where the board recommends specific practices comes out of the Statue and Department of Education rules.

Christine Morley asked how the Superintendent or designee would institute a tracking and evaluation method to ensure that all students are engaging in developmentally appropriate daily physical activity.

Dr. Jennings said this is the section of the policy she has not had any discussion with the administration yet, and is not sure whether it can be done or not.

**JJF** – Student Activities Fund Management –

There were no comments by the board regarding this policy.

Betty Shankel said if an organization becomes defunct, the principal can move the money into the principal's fund.

**JLCF** – Wellness Policy – Pam Dudoff said this policy has budgetary implications.

Board members suggested the following changes:

In the second paragraph include the words SAU and Chair in the first sentence. The sentence will now read as follows:

*The District will participate in the SAU-wide wellness advisory committee that will assess the nutrition and physical environment throughout the SAU and make recommendations to the Superintendent and the SAU School Board Chair for a comprehensive wellness program, including appropriate long-range plans and measurable and attainable short term objectives.*

Board members asked Pam to clarify and look at more carefully the building principals responsibilities during the school day. (fourth paragraph of the policy)

This policy will come back to the SAU Board again for their review.

- A. **Superintendent Evaluation** – Dr. Jennings told board members they were given the process to follow at the last meeting. Dr. Jennings said she was to apply the goals from last year and compare them to where they are this year.

**VII. DISCUSSION ITEMS**

Dr. Jennings provided each board member with a folder detailing the work she completed towards her evaluation. The folder also included information for each board

member to aid them in completing her evaluation.

Dr. Jennings provided a handout, which detailed the timeline for her evaluation to be completed.

Pam Dudoff asked Dr. Jennings if she thought the process was a lot of work. Dr. Jennings said she thought the process was cumbersome but thought it would be more cumbersome for the board members.

There was some confusion as to who was involved in providing an evaluation of the Superintendent. It was later clarified each of Dr. Jennings' direct reports would be responsible for submitting and SAU 39 Superintendent Evaluation to the Board Chair, John Schwope.

Each Board Chair, Dwight Brew, Steve Coughlan, Leo White, and John Schwope would be responsible for summarizing and delivering their board results of the Superintendent Evaluation by November.

John Schwope said the Superintendent Evaluation process is new and the board can make adjustments as needed.

- B. **District Wide Indicators of Success** – Dr. Jennings explained to board members she invited the building principals to the meeting to provide an overview of what we have as indicators of success.

Dr. Jennings said it is good to see what we have as district wide indicators for success.

Dr. Jennings said we have Dibels in K-2, NWEA in grades 2-8, and NECAP in grades 3-8 and grade 11. NECAP tests Reading and Mathematics in grades 3-8 Writing in grades 5, 8, and 11, and Science in the spring in grades 4-8 and 11.

Dr. Jennings introduced Colleen Meaney and Kris Gallo, Deans of Faculty to provide some information on indicators of success at the High School.

Kris Gallo said they assess high school students on seven different academic learner expectations. Chris said they must possess all seven skills once they walk across the stage at graduation.

The Academic Learner Expectations include:

- 1) Knowledgeable Person
- 2) Complex Thinker
- 3) Skilled Information Processor/Consumer
- 4) Effective Communicator/Producer
- 5) Self-Directed Learner
- 6) Collaborative Worker
- 7) Responsible Citizen

Chris said all the Juniors take the PSAT exam and Juniors and Seniors are offered the SAT exam. The NECAP exam is taken in the fall in writing and in the spring for science in grade 11.

Chris said there is a Division I Exhibition where a 9<sup>th</sup> or 10<sup>th</sup> grade teacher reflects on the progress of a student based on the seven learner expectations.

Students are also required to complete 40 hours of community service in order to graduate.

Colleen Meaney spoke about Local Assessments (Department Assessments) at the High School. She provided some examples:

World Language – common grade level exams including mid terms and finals.

Technology – Computer Literacy Portfolio

Physical Education – Physical Best Testing

Math – Unit assessments, mid terms and finals

Colleen said local assessments are taken very seriously, are studied, well crafted and improved constantly. Colleen

said local assessments are tracked closely and the performance is reviewed year to year.

Meredith Nadeau, Principal of the Mont Vernon Village School said there is a lot of good measures that determine how successful a school is and the Village School utilizes a lot of department assessments along with the standardized tests.

Porter said the previous speakers covered a lot of the District Wide Indicators of Success but said there is a lot of good work between the schools especially between the Amherst Middle School and the High School.

Nicole Heimarck said Porter Dodge is involved with the Whole School Assessment this year.

Board members discussed the length of the meeting and determined if a topic was going over the allotted time set on the agenda, John Schwope would poll the board to see if they wanted to continue with the topic or table it for future discussion. Board members agreed to use this strategy for the next board meeting.

#### **IX. REVIEW OF MEETING/ADJOURN**

**A motion was made by Steve Coughlan to adjourn the meeting. Dwight Brew seconded the motion. The motion passed unanimously. (13-0) The meeting adjourned at 9:30 p.m.**