

**MINUTES**  
**SAU SCHOOL BOARD MEETING MINUTES**  
**August 30, 2007**  
**Souhegan High School Annex, Room A222**

John Schwope called the board meeting to order at 6:08 p.m.

**I. CALL TO ORDER**

Present:

**ATTENDANCE**

Souhegan Cooperative School Board: Steve Coughlan, Dan Foley, Janet Gaynor (left at 8:07 p.m.), Jeanne Ludt, and Christine Morley.

Amherst School Board: Peg Bennett, Dwight Brew, Pam Dudoff, and Nancy Head (arrived 6:16 p.m.)

Mont Vernon School Board: Howard Brown, Jayson Darula, Bruce Schmidt, and John Schwope.

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

Minutes Recorder: Lyn Jennings

John told board members the kickoff meeting held for the faculty and staff was a lot of fun. John told board members if they weren't able to make it to the kickoff meeting this year, they definitely should go next year.

**II. ANNOUNCEMENTS**

**A. Superintendent's Report on Opening of School –**

Dr. Jennings told board members the schools are officially open. Dr. Jennings said they immediately shut down the Wilkins school due to an electrical fire in the computer room.

Dr. Jennings thanked the faculty for their quick thinking due to the electrical fire at Wilkins. Dr. Jennings said the students were evacuated in an orderly fashion. Dr. Jennings said Wilkins was shut down today, Thursday, August 30, 2007, due to the smoke damage. She said Wilkins will re-open tomorrow, Friday, August 31, 2007.

Dr. Jennings said they would not have an official student tally until October however, currently, they have 2,817 students in the schools. Mary said it is 90 students less than what was budgeted.

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Dr. Jennings said the hiring in the district is almost complete. Dr. Jennings provided a handout titled SAU 39 Amherst, Mont Vernon, Souhegan Cooperative School Districts, which was last updated on 8/30/2007. The handout provided details by school as to who was hired, their starting salary, budgeted salary, the difference, and whom they were replacing. Mary said they had a very busy summer hiring faculty.

Dr. Jennings said beginning next week, school board agendas and draft minutes would be posted on the Angel website.

- B. **Business Administrators Report** – Betty Shankel wanted to recognize the work done over the summer by members of the business office.

Betty said Jim Miner did an amazing job managing a half a million dollars worth of projects that had to get done over the summer. Betty said Jim got the projects done, and did a great job so she wanted to recognize him for his work.

Betty said Lisa Ambrosio put together the DOE's by herself and did a great job. She said they were done in a timely manner this year and will be there by the deadline of September 1<sup>st</sup> for every board.

Betty said Franceen Lupa worked diligently getting each of the districts up and running online for student payments. Betty said this was a very big job and already the Amherst Middle School shows \$15,000 has been paid online.

Betty Shankel said Bruce Chakrin played a big role in this project, by getting the technology together for it. Betty said he did a great job accommodating the food service to get online.

- C. **Release of Adequate Yearly Progress (AYP) Data** – Nicole explained a Press Release was sent out to the local newspapers and a follow-up presentation will be done at each of the district meetings regarding individual district performance.

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Nicole said Amherst did not make AYP however, Mont Vernon did make AYP. Souhegan had nothing to report this year since there was no assessment data.

Nicole said anyone who wants to access the data online can go to the NH Department of Education website.

Nicole explained there are four ways to make AYP.

- 1) Achieve target
- 2) Confidence Interval (CI) – varies from year to year based on population size.
- 3) Safe Harbor (SH) – “10 % rule”
- 4) 2 % rule – only applies to the Educationally disabled. (The bottom 2% of the educationally disabled population is removed from the AYP formula.)

Nicole explained Clark, Wilkins, and Amherst Middle School made AYP as individual schools. The district report is different, and AYP was not achieved.

Nicole explained as a District, AYP was not achieved in Reading however, it was achieved in Math.

Dr. Jennings said the AYP data was received in August 2007 and the students took the exam in October of 2006. Dr. Jennings said they are very fortunate to have started addressing Reading prior to receiving these results.

Dwight Brew asked what would happen if a District failed two years in a row. Nicole explained if a District failed two years in a row, they would be a “District in Need of Improvement.” Nicole said in order for Amherst to be a District in Need of Improvement, they would have to fail in Reading again this year.

Nicole explained when a district becomes a District in Need of Improvement; they must file a plan with the state stating what they plan to do to improve.

John Schwope invited comments from the Public but none     **III. PUBLIC TIME**  
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were forthcoming.

The A 1. Minutes – May 2007, were pulled from the Consent Agenda. **IV. CONSENT AGENDA**

Dr. Jennings asked board members to remove A. Minutes 2. June 28<sup>th</sup> UNH Workshop from the consent agenda since there was no minutes taken at the workshop.

**A motion was made by Pam Dudoff to accept Consent Agenda items B. Budget 1. Treasurer’s Report a. May, b. June, c. July; 2. Manifest a. May, b. June, c. July. Nancy Head seconded the motion. The motion passed unanimously with one abstention, Dan Foley. (12-0)**

**A motion was made by Pam Dudoff to approve the minutes of May 24, 2007. Steve Coughlan seconded the motion. The motion passed unanimously with one abstention, Dan Foley. (12-0)**

**A motion was made by Dwight Brew to approve the Organizational Minutes of May 24, 2007. Steve Coughlan seconded the motion. The motion passed unanimously with one abstention, Dan Foley. (12-0)**

**A. Literacy Team Initiative** – Nicole Heimarck said **V. PRESENTATIONS** in one week, the Literacy Teams have accomplished a lot. Nicole highlighted the following:

- All four schools have established Year 1 Goals.
- One school drafted their Year 2 Goal.
- After the four schools have designed their year long Literacy Goal, the Professional Development Plans will be focusing on a book entitled *Strategies that Work*.
- All members of each literacy team established background knowledge in all six metacognitive comprehension strategies. (All faculty members in all three districts.)

Nicole explained the faculty (K-12) would have monthly meetings on reading comprehension strategies from the FINAL Minutes of August 30, 2007 SAU 39 Board Meeting

book entitled *Strategies that Work*.

Nicole presented the draft goals for each district for Year 1.

Nicole said the MVVS had a student focused goal while Clark/Wilkins, AMS, and SHS all had a teacher focused goal. Nicole said Souhegan High School and Clark/Wilkins had the same goal.

Nicole said they would bring the goals back to the faculty so everyone is behind this particular focus for the year.

Nicole presented the Role of the School Board:

1. Support Literacy Leadership Teams & Schools.  
(Met offsite one day)
  - Time – Need more throughout the year.
  - Patience – Year one of a five-year plan.
  - Money – Grants help with school budgeting process. Faculty needs professional development.
  - Visibility – All need to be visible – Nicole said Kathy, Mary and she heard this loud and clear on Friday from the faculty.
  
2. Design Your Year 1 Goal
  - Make it Smart
  - Make it Student Centered
  - Make it Realistic

Christine Morley questioned why only one school came up with a student-centered goal and the others came up with a teacher centered goal if the overall urgency has been literacy across the curriculum.

Dwight Brew commented since Literacy is a K-12 initiative why four separate goals for four schools. Dwight said he agreed with Christine Morley that the staff is not approaching Literacy with the proper sense of urgency.

Nicole said it is vitally important for each building to

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design their own goal. Nicole said the administration is bringing a lot of change to all these schools. Nicole said they are trying to cultivate leaders in the buildings and they want to use their expertise and skills to guide them.

Nicole said they all want to make AYP next year but the reality is they may not. Nicole said they do not want to have an unrealistic goal.

- B. Superintendent Evaluation Process** – John Schwope explained there was extensive work done in 2004 by a group of people on the Superintendent Evaluation Process. John said it is a solid package and people put a lot of time into it.

Board members received a copy of the SAU 39 Superintendent of Schools Job Description / Evaluation dated October 13, 2004 which was prepared by the SAU 39 Superintendent Evaluation Committee.

Page 4 of the document provides information on the Superintendent Role and Responsibilities. Pam Dudoff said this was last updated in March of 2006 and may need to be updated again.

Dr. Jennings said page 13 of the document provides a timeline. Dr. Jennings said she will try to comply with this timeline for this past year. Mary said she will use this timeline going forward for this year.

- C. Policies:** Pam Dudoff explained putting the policies on the Angel website and receiving feedback from board members was very helpful. A document was provided to board members, which was a summary of the Angel Website comments by board members regarding specific policies.

**A motion was made by Pam Dudoff to include this document, a summary of the Angel website comments to be included as a part of the minutes of this meeting. Janet Gaynor seconded the motion. The motion passed unanimously. (13-0)**

1. **Intro to Safety Policies – EB, EBBB, ECAF, EEA, EEAE, EEAEA** - Dr. Jennings said the Policy Committee had a three hour workshop with their attorneys on Discrimination and Sexual Harassment. Mary said the Chiefs of Police are re-doing their police agreements so the policies regarding Discrimination and Sexual Harassment have been pulled from the policies for discussion at tonight’s meeting.

Pam explained tonight they would be discussing six safety policies.

Pam said they would be discussing the possibility of having a Bus Transportation Committee in each of the districts. The committee would provide “oversite for the Bus Company per the new Policy EEAEA (Fitness for Duty of Bus Drivers and Those Performing Safety Sensitive Transportation Functions) and hear” appeals on issues from parents. Pam said it should be determined if this committee is necessary, and each board can decide it at their next board meeting.

Policy EB – Pam told board members there was not a lot of comments on the Angel website regarding this policy.

Pam said she checked with Mary regarding a Joint Loss Management Committee, and the district does have such a committee.

Policy EBBB – Pam said there were not a lot of comments on this policy either. Pam said the administration is currently following this policy.

Policy ECAF – In the fourth paragraph of this policy, the words “not to exceed” were removed and replaced with the word “of” so, the fourth paragraph will now read as follows:

*All records shall be retained for a period of ten (10) days, unless the Superintendent determines that the recording is relevant to a disciplinary proceeding.*

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The fifth paragraph of the policy was also changed and the word “only” was removed, so the sentence will now read as follows:

*Recordings may be viewed by the following persons and only after expressly authorized by the Superintendent.*

Policy EEA – It was agreed, Pam would pull the language direction from the RSA and place it under the General Operating Policy Section B.

Under the section titled Resolution of Conflicts, Bruce Schmidt requested the word “School” be added to the second sentence of the paragraph. Board members agreed with the request. The sentence will now read as follows:

*If the Building Principal’s ruling does not satisfy the parent, he/she may appeal the ruling within five school days to the School Business Administrator.*

Dr. Jennings recommended each district board have a District Transportation Committee. Board members agreed to discuss this recommendation at their next district board meeting.

Policy EEAE – There was no discussion regarding this policy.

Policy EEAEA – Pam Dudoff explained this policy was completely re-written by the Policy Committee.

Pam said we need to provide oversight to ensure the bus company is following the policy. Pam said currently Betty Shankel is most likely doing this however, if there was a District Transportation Committee, a report could be provided to the committee and it could be checked off as being done.

Jeanne Ludt asked if there was any consequence for a company that doesn’t comply with our policy. Betty said we would have a right to break the contract if a company was not complying with our policy.

2. **Attorney Fees** – Board members received a handout in their board packets entitled SAU # 39 Legal Expenditures Regarding Policy Development as of July 31, 2007. The handout detailed the dates, amount of time, and cost of the attorney for policy development. The total as of July 31, 2007 was 19.6 hours at a cost of \$1,764.00.

Pam said she asked Mary to get an update so that the figure would include through the month of August. Pam said they received an estimate of an additional \$1,026, which includes a five-hour workshop on discrimination policies.

Pam said so far, for the attorney's to review twenty-six policies the cost is \$2,790, which comes out to \$107.30 per policy.

Pam said they have 31 remaining required policies and if you applied the figure of \$107.30 per policy, the additional funds needed would be \$3,326.30. Pam said if they continued to use the attorney's as the option of last resort, she would estimate the funds needed to review the rest of the policies to be \$2,000.

**A motion was made by Steve Coughlan to authorize the Policy Committee to spend up to \$2,500 to get the rest of the required thirty-one policies reviewed by our attorney's. Jayson Darula seconded the motion. The motion passed unanimously. (13-0)**

- D. **Budget Time-line** – Board members received a copy of the SAU 39 Draft FY09 Budget Schedule in their board packets.

Dr. Jennings explained each district will have four meetings for budget development. Dr. Jennings said beginning in September, goals will be developed that will drive the budget.

- E. **Financial Year-End Summary** – Board members received a handout in their board packets entitled  
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SAU 39 Unreserved Fund Balance as of June 30, 2007.

Betty Shankel explained there is a total surplus of \$93,483. Betty said the surplus is due to \$44,585 of benefits being under-run and \$48,898 due to additional interest income and an indirect Grant.

Betty said the Unreserved Fund Balance as of June 30, 2007 is \$198,133 of which \$108,979 is allocated to the FY08 Budget leaving an Adjusted Unreserved Fund Balance of \$89,154 as of June 30, 2007. Betty explained all or some of the \$89,154 could go towards the FY09 budget, or whatever the SAU board decides.

## **F. Procedures**

- 1. Facilities** – Board members received a copy of the SAU 39 Facility Use Procedure Overview in their board packets.

Betty said the Facility Use Coordinator will act as the designee of the Superintendent when determining the need for an applicant to hire a staff member.

- 2. Student Activity Funds** – Board members received a copy of the SAU 39 Amherst, Mont Vernon and Souhegan School Districts Student Activity Funds Procedures Manual dated 8/30/2007.

Betty said they have had excellent cooperation from all the schools implementing policies and procedures for the student activity fund.

Bruce Schmidt suggested under the Cash Receipts Process on page one of the procedure, they change 24 hours to the next school day. Board members and Betty agreed with the suggestion. Item # 1 will now read as follows:

- 1. The activity representative must turn in all funds to the school office within the next school day.*

John Schwope thought the procedures looked great.

Jeanne Ludt said she wanted to include a statement in the procedure regarding reporting to the boards on a regular basis.

Betty said in the procedure, she will include a statement, which will say the administration will provide timely reports upon the board's request.

- A. Signing Authorization – A motion was made by Steve Coughlan to authorize the Business Administrator, Betty Shankel to sign the OBM Form 1, 3 and 4's in the absence of the Superintendent. Jayson Darula seconded the motion. The motion passed unanimously. (13-0)** **VI. ACTION ITEMS**

- A. Board's Goal Setting – Dr. Jennings explained the SAU Goal for Year 1 (2007-2008) developed through strategic planning was Reading Across the Curriculum. Mary said the goal is a school goal as well as a board goal. Mary said developing goals at the SAU board level is a different process. Mary asked board members to consider what they think should be a SAU goal for 2007-2008. Mary asked besides student achievement, what can the SAU Board make a priority.** **VII. DISCUSSION ITEMS**

Board members discussed coming back to the next SAU meeting with a Smart goal on policies.

Nancy Head, Jeanne Ludt, and John Schwope agreed to get together to discuss a goal to co-ordinate a facilities plan.

John Schwope provided board members with an article, entitled *Putting Theory to the Test*, which discussed the pitfalls and value of standardized tests. **VIII. OTHER**

**A motion was made by Nancy Head to adjourn the meeting. Peg Bennett seconded the motion. The motion passed unanimously. (12-0) The meeting adjourned at 8:55 p.m.** **IX. REVIEW OF MEETING/ADJOURN**