

MINUTES
SAU SCHOOL BOARD MEETING
October 25, 2007
Souhegan High School Annex, Room A222

I. CALL TO ORDER

John Schwope called the meeting to order at 6.08 p.m.

ATTENDANCE

Present:

Souhegan Cooperative School Board: Steve Coughlan, Christine Morley, Jeanne Ludt, Dan Foley

Amherst School Board: Pam Dudoff, Dwight Brew, Peg Bennett, Nancy Head, Jim O'Mara (arrived at 6.35 p.m., left at 8 p.m.)

Amherst Finance Committee: Charlene Carper (left at 8 p.m.)

Mont Vernon School Board: John Schwope, Bruce Schmidt, Howard Brown

Administrative Team: Dr. Mary Jennings, Betty Shankel, Kathy Skoglund, Francene Lupa

Administration: Scott Prescott (left at 6.30 p.m.), Gerald St. Amand (left at 7.15 p.m.)

Minutes Recorder: Christine Morley

II. ANNOUNCEMENTS

Dr. Jennings was very pleased to recognize Marina Capen, a Souhegan math teacher who was presented with the Milken Award by Education Commissioner Tracy at a special surprise assembly at Souhegan High School. Dr. Jennings reported that Marina's receipt of the award was widely covered by the news media and is a prestigious honor.

Dr. Jennings also recognized Francene Lupa, for her leadership and hard work as Director of Food Services for the SAU. Dr. Jennings reported that the State of New Hampshire inspects school kitchens each year for cleanliness and recently Mont Vernon School's kitchen received the maximum score of 100% and the Amherst schools all had scores of 98 or 99%. In addition, the renovated Mont Vernon kitchen is now the NH state model kitchen for its design. Board members noted that Francene's job has become more difficult with the need to implement the wellness policy and persuade students to eat healthy food.

III. PUBLIC TIME

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

IV. CONSENT AGENDA

The A.1 Minutes – September 27, 2007, B.1 Treasurer's Report a. September 2007 and B. 3 Transfer and were pulled from the Consent Agenda.

A motion was made by Pam Dudoff and seconded by Nancy Head to accept Consent Agenda item B. Budget 2. Manifest. The motion passed unanimously (12-0).

A. 1 Minutes

A motion was made by Dwight Brew to approve the minutes of September 27, 2007, as amended. Steve Coughlan seconded the motion. *[The amendments are to correct the spelling of Kris Gallo's name throughout the minutes and add the words "because it did not allow sufficient public input to the proposed policies" to the end of the sentence that reads Dwight Brew said he is not in favor of the recommended process. On page 15 of the draft minutes.]* The motion passed unanimously (12-0).

B.1 Treasurer's Report a. September 2007

Dwight Brew asked why the Lunch Byte receipts are running through the SAU Cash Journal. Betty Shankel explained that the Point of Service software doesn't recognize the three separate districts and that it would have been more expensive to have the funds deposited to each district. Therefore the decision was made to deposit the funds in the SAU bank account and then pay them out to each district. Betty says there are good controls in place and the account can be audited very easily.

A motion was made by Dwight Brew to accept the Treasurer's Report. Jeanne Ludt seconded the motion. The motion passed unanimously (12-0).

V. PRESENTATIONS

A. Background Information – Policy JLCF – Wellness Policy

Pam Dudoff distributed a handout of Section 204 of Public Law 108-265-June 30, 2004 (Child Nutrition and WIC Reauthorization Act of 2004) and a copy of the AFHK-New Hampshire Healthy Schools Coalitions 2007-08 Recommended Nutrition Guidelines for Vending and Other Foods Sold at School. Sec. 204 Local Wellness Policy is a federal law requiring that each School District participating in the National School Lunch or Breakfast Program must adopt a Wellness Policy. Pam explained the five main requirements for the Wellness Policy, noting what the School Districts must have in the Policy to comply with Section 204 and where there is flexibility for the School Board to determine what will work best in our local situation. The Board discussed these requirements and the Nutrition Guidelines. Jeanne Ludt pointed out that it is difficult to enforce the guidelines at Souhegan High School because the students can leave the campus to obtain food. She noted that the initial introduction of healthy foods had resulted in the Food Service account operating at a deficit. Pam suggested the SAU could set a goal of 100% compliance with the goals and guidelines at the elementary schools and middle school and determine a lower % goal for the high school that would increase over the next few years as the students become accustomed to the changes.

B. Literacy K-12

1. Staff Development at Buildings

Gerry St. Amand distributed a report on the Literacy Initiative at Clark and Wilkins Schools. He noted that staff development is a key part of the first year of the Literacy K-12 plan. Clark/Wilkins have a total of eight representatives who comprise the Literacy Leadership Team. They meet each month and have tentatively mapped out the schools' literacy plan through June 2008, subject to monthly revision. All staff, including support staff and food service and maintenance personnel, had been given a

copy of *Strategies that Work* so that everyone is involved. Training is being offered to support staff as well as teachers. Gerry noted benefits that are already resulting from the common goals and training. There is increased communication between the schools and the staff have found the strategies help them in their role as parents. Pam Dudoff asked whether the training could be offered to parents. Gerry said the idea has been mentioned to the PTA. Dwight Brew verified that *Strategies that Work* has also been distributed to Mont Vernon School and Amherst Middle School. Nancy Head asked whether the strategies were literacy specific. Gerry said the strategies could be used in teaching a wide variety of subjects.

2. Replacement of Literacy Coordinator

Dr. Jennings reported that she had reluctantly accepted Deirdre's [*don't know last name*] decision to resign from her post as Literacy Coordinator. The administration had decided not to hire an interim or replacement coordinator at this time. A search would be launched in the spring. Dr. Jennings distributed a memo outlining a proposal for how to proceed with the literacy initiative for the remainder of the 2007-08 academic year. She requested a transfer of the remaining funds allocated to the Literacy Coordinator's salary to hire consultants for specific needs as outlined in the memo. The Board discussed the proposal.

[this was part of the Consent Agenda initially, but also dependent on V.B.2 above]
 IV. B. Budget 3. Transfer

A motion was made by Jim O'Mara to approve budget transfer 200801 as presented by the business administration. Pam Dudoff seconded the motion. The motion passed with eleven votes in favor of the motion. Dwight Brew voted against the motion as he would have liked to have seen a more detailed proposal before voting.

C. Proposed FY09 SAU Budget – 1st Draft

Dr. Jennings presented the first draft of the SAU 39 FY09 budget. She said the budget is based on the following main assumptions: no new staff positions; increase of number of days worked per year by the Director of Technology and the Literacy Coordinator; upgrade of business office support position to accounts payable position; estimated \$5,000 for GASB actuarial study; use of lease purchases; 10-15% delivery charges; zero increase in utilities due to increased energy conservation. The overall increase is 5.03%. Dr. Jennings also noted that the \$15,000 paid to the Amherst School District for rental of SAU office space is used for repairs to the Brick School building and the amount has not increased for many years. A handout showing the distribution of the amount of the SAU budget to be shared by the districts was also provided.

D. Quarterly Report – FY08 Budget – 1st Quarter

The first quarterly report for expenditures for fiscal year 2008 was distributed. Betty Shankel reported expenditures are on track as budgeted with the exception of health insurance, where the actual rate increase is \$15,000 less than budgeted.

VI. ACTION ITEM

A. Policy Comments – Angel Website

Board members received a copy of the comments posted on the Angel website for policies AC, ACE, KED, EHB, EH, GBCD, EBBC, JLCD and IMAH. Pam Dudoff noted that, in accordance with the Public Right to Know Law, these comments should be included with the minutes for the appropriate SAU meeting.

A motion was made by Dan Foley that, in accordance with the Public Right to Know Law, henceforth we will always attach the Angel website comments from the preceding month to the minutes for the current month's SAU meeting. Steve Coughlan seconded the motion. The motion passed unanimously (12-0).

VII. DISCUSSION ITEMS

A. Introduction of Policies

Pam Dudoff distributed a summary of the status of the base policies and required policies, noting which had been introduced at the SAU meetings and which had adopted at the district level. The Board then discussed the policies on the agenda:

AC – Non-Discrimination, ACE – Procedural Safeguards Non-Discrimination on the Basis of Handicap/Disability, KED – Facilities or Services – Grievance Procedure (Section 504): In conjunction with consideration of these three policies, Dr. Jennings distributed a copy of a Discrimination Grievance Procedure that has been successfully used in other districts and recommended the SAU 39 districts adopt a procedure similar to this. Kathy Skoglund requested the districts include a reference to the procedure in policy ACE.

Pam Dudoff asked what the difference was between this sample procedure and policy KED. Kathy Skoglund answered that policy KED deals specifically with access rights per Section 504 of the Rehabilitations Act.

Jeanne Ludt asked whether this sample procedure would be “user friendly” for students. Pam Dudoff said that Attorney Christina had recommended separate grievance procedures for students and employees. The Board directed Dr. Jennings and Kathy Skoglund to investigate this further.

EBBC – Emergency Care and First Aid, IMAH – Health Education–Daily Physical Activity: Amended versions of EBBC and IMAH were presented for consideration. The Board had no further comments on these two policies.

JLCD – Administering Medication to Students: Bruce Schmidt queried whether the word maintained in the third paragraph was the correct word to use. After discussion, the fifth sentence of the third paragraph was amended to read:

No more than a 30-school-day supply shall be stored at the school.

EH – Data Management (Public Use of Schools), EHB – Data Records Retention: Pam Dudoff reported that the district school boards must approve a records retention schedule in addition to policy EHB. She distributed the New Hampshire School Boards Association recommended version for the districts to consider.

GBCD – Background Investigation and Criminal Records Check: Jeanne Ludt asked whether a school board has any jurisdiction to oust a school board member who is found to have had an unsatisfactory background check. The consensus among the board members was that a school board has no jurisdiction because school board members are elected by public vote and are not employees of a school district. Therefore, NH statute RSA 189:13-a does not apply.

Pam Dudoff brought the Board's attention to the paragraph in policy GBCD regarding substitute teachers applying for employment in multiple school districts. She reported that the law allows prospective substitute teachers to have one criminal background check performed and then use that same check when applying to multiple school districts, provided the applications are all submitted within 14 days from the time of the completion of the background check. This allows a prospective substitute to only pay one sets of fees for the criminal records check. Pam was asked by the Board to look further at the specific procedure for complying with the 14-day requirement.

VIII. OTHER

None.

IX. REVIEW OF MEETING/ADJOURN

The consensus was that allocating a period of time to each agenda item had worked for this Board meeting and the practice would be continued at the next meeting. Pam Dudoff noted that she thought John Schwope's summaries of the discussions for agenda items were helpful.

A motion was made by Steve Coughlan to adjourn the meeting. Dan Foley seconded the motion. The motion passed unanimously (11-0). The meeting adjourned at 8.33 p.m.