

**MINUTES**  
**SAU SCHOOL BOARD MEETING MINUTES**  
**January 24, 2008**  
**Souhegan High School Annex, Room A222**

John Schwope called the board meeting to order at 6:05 p.m.

**I. CALL TO ORDER**

Present:

**ATTENDANCE**

Souhegan Cooperative School Board: Steve Coughlan, Dan Foley, Christine Morley (arrived at 6:14 p.m.) and Dana Redmond (left at 8:00 p.m.)

Amherst School Board: Peg Bennett, Pam Dudoff (arrived at 6:12 p.m.), Nancy Head and Jim O'Mara (left at 7:20 p.m.)

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

Administrative Team: Bruce Chakrin, Dr. Mary Jennings, Betty Shankel, Kathy Skoglund, and Renee Sparks

Minutes Recorder: Lyn Jennings

Kathy Skoglund told board members under new Federal Special Education Legislation, every state is required to produce a performance plan. This plan must be reported on annually and includes a series of twenty indicators. Kathy highlighted some of the indicators, which included: testing scores, dropout rates, discipline numbers, preschool reports, and parental involvement.

**II. ANNOUNCEMENTS**

Kathy told board members this is the first year for this type of required report not just for New Hampshire but for all states.

Kathy told board members they received their report card, which provides a report on some of the indicators. Kathy said anyone can access district profiles on the State DOE website.

Kathy said the good news is the SAU has done extremely

well, and by doing so well, she said parents from other districts may call to inquire about the programs offered within the district.

Kathy said more and more of the indicators will be reviewed each year.

Dr. Jennings acknowledged Kathy's work at the state level, and told board members she is helping to write statewide policy as well as stave off some policies being brought forward. Dr. Jennings thanked Kathy for all her hard work.

Dr. Jennings told board members about the In-Service Day teachers had on Tuesday, January 22, 2008, regarding Literacy. Board members received a copy of the handout, which was provided by the consultant who spoke to grades 2-6 on Literacy. Dr. Jennings said at this seminar led by the consultant teachers learned they are all teachers of literacy. Dr. Jennings said teachers are responsible for literacy in their subject area and are not necessarily teaching children how to read.

Dr. Jennings said during the In-Service Day, at the Clark School in grades K-2, teachers reviewed their own data for Dibels and benchmarks.

Dr. Jennings said in grades 3-6, at the Mont Vernon Village School, they were involved in Literature Circles run by their own staff.

Dr. Jennings said at the high school, teachers met in their subject areas regarding literacy in their own content areas.

Dr. Jennings congratulated Nicole Heimarck for pulling the entire day together.

Dr. Jennings told board members NECAP results would be coming out on Tuesday, January 29, 2008, in the local newspapers. Dr. Jennings said the SAU office would receive the results Monday afternoon.

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

### III. PUBLIC TIME

The A 1. Minutes – December 11, 2007, were pulled from the Consent Agenda.

### IV. CONSENT AGENDA

**A motion was made by Nancy Head to approve Consent Agenda Items B. Budget 1. Treasurer’s Report, 2. Manifest, and 3. Transfers as presented. Pam Dudoff seconded the motion. The motion passed unanimously. (11-0)**

**A motion was made by Jayson Darula to approve the minutes of December 11, 2007, as amended. Steve Coughlan seconded the motion. The motion passed unanimously, with one abstention, Christine Morley. (10-0-1)**

- A. **2008-09 School Year Calendar – 1<sup>st</sup> Draft** - Board members received a copy of the 2008-2009 School Year Calendar for Amherst, Mont Vernon and Souhegan Cooperative Schools in their board packets.

### V. PRESENTATIONS

Dr. Jennings explained to board members the district is required to file a school calendar with the DOE by June. Dr. Jennings told board members they were reviewing Draft 1 of the calendar this evening, and she welcomed feedback from the board.

Dr. Jennings said as presented, the start day for students is August 27, 2008. The faculty would start on August 26, 2008, and student registration would take place on August 25, 2008.

Dr. Jennings said she received feedback from the Chief of Police regarding the In-Service Day proposed for October 9, 2008. Dr. Jennings said the chief would like to move this In-Service Day to November 4, 2008, because of the Presidential Primary.

Dr. Jennings told board members as presented, students would have two full weeks off for their December vacation. They would come back to school on Friday, January 2, 2009.

Dr. Jennings said Draft 1 of the calendar shows school ending on June 19, 2009, for Souhegan and on June 18, 2009, for Mont Vernon and Amherst students.

Board members provided feedback on the proposed calendar.

Pam Dudoff said she thinks school is ending too late as proposed. Pam said the December break is too long, and it is not right to have the students coming back to school for one day on January 2, 2009, prior to a weekend. Pam suggested reconfiguring the December break. Pam said she agreed with the Chief's recommendation for shifting the In Service Day from October 10, 2008, to November 4, 2008, to accommodate the Presidential Primary.

Peg Bennett suggested students go to school on December 22<sup>nd</sup> and December 23<sup>rd</sup>, 2008, and have January 2, 2009 off.

Peg asked what the bolded date of October 6, 2008 represented and Dr. Jennings said she was not sure, but would check.

Dan Foley suggested including the date of the Deliberative Session on the calendar.

Board members were asked to provide any feedback they had on the proposed school calendar to Dr. Jennings.

- B. **Quarterly Financial Report**- Board members received a copy of the School Administrative Unit 39 Quarterly Financial Report for Fiscal Year 2008 dated 7/1/2007-12/31/2007 in their board packets.

The handout showed the Fund 10 Budget Total is \$1,780,944 and the YTD Expenditures including encumbrances is \$1,626,174.

Betty Shankel told board members based on participation under Benefits /Training in the Investment Match 403(b) she is anticipating an under run.

**B. Review of Superintendent Evaluation Process – VI. DISCUSSION ITEMS**

Board members received a copy of the SAU 39 Superintendent Evaluation, Evaluation Process Timeline in their board packet. John Schwope told board members this topic was put on the agenda so board members could talk about the process to see what to continue and what not to continue.

Pam Dudoff questioned the timeframe allotted for the 360 interviews.

John Schwope said if the process was followed from the beginning, the timeframe allotted would have been okay however, they did not learn of the Superintendent Evaluation process right away and started the process much later than recommended.

John said what he signed up to do as Chair of the SAU Board was nine hours worth of interviews with the SAU staff. John said it is a large commitment, coordinating different people's schedules, and future board chairs may not want to sign up for this task.

Pam suggested when performing this evaluation in the future, the board chair might want to solicit written input from the SAU staff and then, should the need arise, the board chair could schedule a meeting based of feedback if needed.

John Schwope said overall, he thought the evaluation process was a very good one, and it would have been even better if the board started it when they were supposed to.

John said the evaluation process was very well thought out.

Dr. Jennings said she received feedback regarding the CBI form. Dr. Jennings said the SAU staff thought the form was directed more towards board members rather than to her direct reports. It was suggested a separate form be created for the superintendent's direct reports. Also, the form should include an area where additional feedback could be included, separate from specific required feedback.

Board members discussed the timeline for establishing the superintendent's goals for the next year.

Steve Coughlan said based on the proposed timeline, which targets this the superintendent's goals be accomplished by the three board chairs in December and January, he does not have a second to think about it during this time period because he is busy working on the Souhegan budget. Steve said he would prefer this task be moved to a January – February timeframe.

Board members agreed that this task could be moved to January - February.

**B. Policies for Discussion –**

Discrimination Policies –

AC – Non-Discrimination – Pam Dudoff said she received some feedback on this policy, mainly surrounding punctuation, which she would take care of.

ACE – Rights of Disabled/Handicapped Persons – Pam said they had some questions for the attorney on this policy.

GBAA/JBAA – Sexual Harassment and Sexual Violence Policy – Pam said she received no comments regarding this policy on the Angel website nor did board members comment on this policy at the meeting.

KED- Grievance Procedure for Section 504 Complaints (Facilities or Services) – Pam said they had questions for the attorney on this policy.

Discipline Policies –

JICD – Student Conduct, Discipline and Due Process – Based on board feedback regarding this policy, Dr. Jennings explained the difference between expulsion and suspension.

Steve Coughlan said he does not know if he wants to give the Superintendent the authority to be able to suspend a student beyond 10 days without coming to the board first.

Dr. Jennings said often times she meets with a student who has been suspended and she may extend the suspension so that the student can complete what is expected of him/her prior to their return to school. Dr. Jennings said if by chance a student or parent felt their child was being treated unfairly, they would most likely come before the board to plead their case.

Pam Dudoff agreed to do some additional research on this policy should a student be suspended beyond 10 days.

JICK – Pupil Safety and Violence Prevention Policy Under RSA 193-F – Pam Dudoff reviewed the feedback board members provided through the Angel website.

Pam said the suggestions made regarding grammar and wording would be included in the policy.

Bruce Schmidt suggested under III. Reporting Procedure 1. It should read Any student *or parent* who believes they have been a victim of bullying, may report the alleged act to the building principal.

Bruce also suggested all the statements stating action within x days or x hours should also specify calendar days

or school days. Pam Dudoff said she would check with the attorney's on this one.

Bruce also said he wasn't sure what the XI. Immunity clause meant. Pam said she would be checking with the attorney on this.

JICFA – Hazing – Pam said she has not received any additional comments on this policy and the board has seen this policy twice now.

Dr. Jennings explained in the Elementary and Middle School grade levels' hazing is against school rules. In the High School, the New Hampshire Criminal Code defines it as a crime.

Pam suggested the Souhegan board as well as the High School Administration look carefully at the portion of the policy that is for Souhegan High School only.

Dr. Jennings said she would talk to the police about this policy as it relates to Souhegan High School.

Pam said under Legal Reference the NH Criminal Code Title LXII, RSA 631:7, Student Hazing (For High School Only) will not be included on the Mont Vernon or Amherst Policy.

Information and Technology –

EGA – Bruce Chakrin commented on the board's feedback through the Angel website.

Bruce said under Safety Procedures and Guidelines, they should take out the reference See EGA-R.

Bruce Schmidt commented on the reference to minors in the policy. Bruce suggested taking the reference to minors out since any high school senior over 18 would be able to challenge on line monitoring for such students.

It was agreed, wherever the policy mentions minors, it would be changed to students.

EHAA – Computer Security, E-Mail and Internet Communications Policy – Bruce said the NHSBA guidelines really dealt with e-mail communications not computer security or internet communications.

Bruce Schmidt said they should design a system to prevent hacking as opposed to procedures. Bruce suggested they include a statement regarding security.

Bruce said they also should include a line in the policy about personal use under bullet number 5.

Bruce Chakrin will look through this policy again, make the necessary changes as suggested and the policy will be brought back to the board next month.

EGAD – Copyright Compliance – Paragraph four will be changed to include the Superintendent or designee.

Pam Dudoff told board members they are in good shape and should be done the required policies by June.

John Schwope thanked Pam for all her hard work on this project.

**A motion was made by Jim O’Mara and seconded by Bruce Schmidt to enter into Non Public Session under RSA 91-A:3 II. (a). By roll call vote, Head-yes, Bennett-yes, Dudoff-yes, Darula-yes, Redmond-yes, O’Mara-yes, Brown-yes, Dudoff-yes, Foley-yes, Morley-yes, Schwope-yes and Schmidt - yes. The Board entered into Non Public Session at 6:40 p.m.**

- SAU employee salaries were discussed.
- Superintendent Jennings wants to give contracts as soon as possible.
- Superintendent Jennings explains rationale for each group of employees.
- Discussion ensued regarding contract duration.
- No motions were made and no votes were taken.

**A motion was made by Pam Dudoff and seconded by Nancy Head to come out of Non Public Session under RSA 91-A:3 II. (a). By roll call vote, Head-yes, Bennett-yes, Dudoff-yes, Darula-yes, Redmond-yes, O’Mara-yes, Brown-yes, Dudoff-yes, Foley-yes, Morley-Yes, Schwope-yes and Schmidt-yes. The Board came out of Non Public Session at 7:23 p.m.**

- A. Personnel – A motion was made by Pam Dudoff to approve Budget Transfer numbers 2009-001- and 2009-002. Dan Foley seconded the motion. The motion passed unanimously. (11-0)**

**VII. NON PUBLIC SESSION  
RSA: 91-A:3 II. (a)**

**VIII. Action Items**

**A motion was made by Jayson Darula to adjourn the meeting. Bruce Schmidt seconded the motion. The motion passed unanimously. (10-0) The meeting adjourned at 8:15 p.m.**

**X. REVIEW OF  
MEETING/ADJOURN**