

**MINUTES**  
**SAU 39 SCHOOL BOARD MEETING MINUTES**  
**November 19, 2009**  
**Souhegan High School Annex, Room A222**

Chairman Dan Foley called the meeting to order at 6:03 p.m.

**I. CALL TO ORDER**

Present:

**ATTENDANCE**

Souhegan Cooperative School Board: Steve Coughlan, Pam Coughlin (left at 8:30 p.m.), Dan Foley, Chris Janson, and Jeanne Ludt (arrived at 6:25 p.m.)

Amherst School Board: Dwight Brew, Rob Graybill, Nancy Head (arrived at 6:06 p.m.), and Peter Maresco

Mont Vernon School Board: Jayson Darula, Trevor Girard (left at 8:15 p.m.) Kim Roberge (arrived 6:12 p.m., left at 8:30 p.m.) and Bruce Schmidt

Administrative Team: Nicole Heimarck, Dr. Mary Jennings, Betty Shankel, and Renea Sparks

Budget Advisory Committee: Howard Brown, Charlene Carper, and Mark Vincent

Minutes Recorder: Lyn Jennings

**A motion was made by Pam Coughlin to enter into Non-Public Session per RSA:91-A:3 II.(a). Steve Coughlan seconded the motion. By roll call vote Brew-yes; Darula-yes; Mullens-yes; Schmidt-yes; Roberge-yes; Girard-yes; Maresco-yes; Coughlin-yes; Janson-yes; Coughlan-yes; Foley-yes; and Graybill-yes. The board entered into Non-Public Session at 6:05 p.m.**

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

The board discussed possible salary increases for the upcoming year 2010-2011 for SAU39 employees.

**A motion was made by Pam Coughlin to come out of Non-Public Session per RSA:91-A:3 II.(a). Bruce Schmidt seconded the motion. By roll call vote Brew-**

**yes; Darula-yes; Mullens-yes; Schmidt-yes; Roberge-yes; Girard-yes; Maresco-yes; Coughlin-yes; Janson-yes; Coughlan-yes; Foley-yes; Graybill-yes and Head-yes. The board came out of Non-Public Session at 6:30 p.m.**

- A. Recovery Plan Update – Dr. Jennings told board members she met with the board chairs of each board, Selectmen from each Town, Town Administrators, and the Chiefs of Police to determine the formation of the Recovery Planning Team.

### **III. ANNOUNCEMENTS**

Dr. Jennings said the Recovery Committee will consist of two represented by the Amherst Board, two representatives appointed by the Mont Vernon School Board, two representatives appointed by the Souhegan School Board, two representatives appointed by the Amherst Selectmen, two representatives appointed by the Mont Vernon Selectmen and six school employees. The committee will consist of 16 people.

Dr. Jennings said they met on Tuesday evening. Dr. Jennings said they established a Mission Statement.

Dr. Jennings reminded board members that at their last meeting the consultants mentioned that people should be ready for trigger events, and Dr. Jennings said this happened this week, as they arrested a 5<sup>th</sup> person with regards to the Mont Vernon murder.

Jeanne Ludt said the issue of blame is still in the front of her mind.

Jeanne said there is also a petition being passed around to get security cameras at Souhegan High School.

Jeanne asked if the Recovery Planning Team would address these issues.

Dr. Jennings said she does not think they will be addressing these issues, since they are school issues.

Pam Coughlin asked if they would be making any recommendations when the trials start coming up. Dr. Jennings said yes, she believes they will be very helpful.

Dwight asked if they could get an e-mail with all the committee members' names. Dr. Jennings said she would send this to the board.

Dan Foley invited comments from the Public but none were forthcoming.

#### **IV. PUBLIC TIME**

Dwight Brew pulled the A. Minutes 1. October 29, 2009, from the Consent Agenda.

#### **V. CONSENT AGENDA**

**A motion was made by Bruce Schmidt to accept Consent Agenda Items B. Treasurer's Report 1. October 2009 and C. Manifest 1. October 2009. Rob Graybill seconded the motion. All board members voted in favor of the motion. The motion passed unanimously. (15-0-0)**

**A motion was made by Dwight Brew to approve Consent Agenda Item A. Minutes 1. October 29, 2009, as amended. Nancy Head seconded the motion. All board members voted in favor of the motion. The motion passed unanimously. (15-0-0)**

- A. SAU Lease - Board members received a copy of the current SAU #39 Amherst Lease Agreement in their board packets. Also included in the board packet was the SAU #39 Proposed Amherst Lease Agreement.

#### **VI. PRESENTATIONS**

Dan Foley told board members he had a "charge" by the SAU39 Board to take the Brick School Lease and make a

better Lease Agreement, one that didn't need to be approved every year.

Dan said on the Brick School Lease committee including himself, was Dwight Brew, Bruce Schmidt, and Pam Coughlin.

Dan highlighted some of the changes to the Proposed Amherst Lease Agreement.

Dan told board members the Lease would auto renew each year for a five-year period.

Dan said Brick School expenditures would require the approval of the Brick School Improvement Committee.

Dan told board members if the board approved the Lease Agreement, there would be a financial impact to the 2010-2011 budget in the amount of \$15,000.

Board members also received a handout in their board packets entitled Appendix A, Brick School Lease, Projected Capital Improvements.

Betty Shankel said they hope to accomplish this list over the next 5-10 years. Betty told board members the list was reviewed by Jim Miner.

Betty said by maintaining a list of Capital Improvements, they hope to make repairs before they become emergencies.

Betty told board members based on research, the cost of leasing a building the size of the SAU 39 (Brick School) it would cost at least two times the amount they are paying. (\$30,000)

**A motion was made by Steve Coughlan to enter into the proposed SAU 39 Amherst Lease Agreement, which**

**takes effect on July 1, 2010, and to authorize the chair to sign on behalf of the board. Pam Coughlin seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (15-0-0)**

B. FY11 Budget – Draft 2 – Dan Foley asked for input from the Budget Committee prior to their review of the proposed FY11 Budget.

Mark Vincent, Chair of the Budget Review Committee told board members the good news is they have a very lean budget.

Mark said Budget Committee Members were unable to find any major cost savings in the budget as presented.

Mark said even in Technology, they could not find any savings.

Mark said the committee spoke about possible creative solutions to decrease the health insurance costs. Mark said they are hoping the health insurance increase can come in under a 22.5 % increase.

Mark said the goal of the Budget Committee was to have the proposed 2010-2011 Budget come in at 3% or under for the overall increase. Mark said the Committee is recommending a FY11 Proposed Salary increase of 2%. Mark said they looked at other salary increases in the district and thought this was equitable.

The board discussed the impact of the \$15,000 increase to the budget due to the board voting in favor of the 2010 SAU39 Amherst Proposed Lease.

Based on this \$15,000 increase, if the SAU 39 employees received a 1.5% increase, the Total Increase to the Budget would be 3.33%. If a 1% increase was given, the Total Increase to the Budget would be 2.99%

Mark Vincent said based on receiving this information this evening, the committee would now really have to recommend a 1% increase for SAU39 employees because of the \$15,000 increase to the Lease.

Betty Shankel told board members she is working with the insurance companies to see if the increase can be lower than the anticipated increase of 22.5%. Betty said last year at this time the districts claims were \$654,000 SAU Wide and at this time, the districts claims total 1.22 million. Betty said the increase in claims to date is 100%.

Board members began to ask questions in regards to other line items in the budget.

Bruce Schmidt asked what is the \$18,000 in Courses and Conferences actually for.

Dr. Jennings said this line item is budgeted for 22 employees to receive training, or attend meetings. Examples were given - Nicole Heimarck would attend state and national conferences. Betty Shankel plans to go to the Best Practices Conference and ASPO.

Bruce Schmidt said he is not saying Courses and Conferences aren't important, but he asked if the administration could look at this line item to see if it could be reduced.

Dr. Jennings told board members all conferences are new learning for staff and they are an important way to keep up with current practices, etc.

Betty said a lot of her work is making sure we are compliant as it relates to issues/laws.

Nicole told board members from a curriculum point of view, faculty has professional development and if Courses

and Conferences is reduced or cut completely, the SAU may not have representation.

Jayson Darula suggested they fine tune the \$18,000 expenditure and possibly defer some of them to next year.

Dwight Brew suggested the administration find \$15,000 in the budget to make up for the increase due to the approval of the new Lease.

Rob Graybill said he was in favor of Dwight's proposal.

Betty Shankel said she has asked LGC for other healthcare options. (higher deductibles, higher co-pays) Betty said they are trying to change it this year for the SAU.

Dan Foley said every year they have had a surplus due to changes in personnel, when hiring new employees, they need to continue to hire at a savings.

Peter Maresco asked if there was something they could do to cut the cost of the Superintendent Search. Dwight said the amount budgeted is necessary, he said it is a tremendous amount of work including background checks, review applications, etc.

Dwight said he thinks they need to remove \$15,000 from the budget so it is just under a 3% increase.

Dan said what he is hearing from Board members is that they are more interested in the bottom line. Board members want to keep the budget increase under 3%.

Charlene Carper asked if they could hold out the \$15,000 increase for the Lease for one year.

Bruce said they would have to redo the contract.

Betty Shankel said that wouldn't be hard to do. Rather than

having the contract go into effect on July 1, 2010, it would go into effect on July 1, 2011.

Another option discussed was to defer the \$15,000 payment from year 1 to year 2.

Bruce Schmidt said he didn't think deferring the payment of \$15,000 for one year is a good idea because some of the repairs outlined in the Capital Improvement handout need to be done.

Pam Coughlin said she agreed; with Bruce Schmidt some of the repairs need to be done this coming year.

**A motion was made by Steve Coughlan to amend the SAU 39 Amherst Lease Agreement recently approved by board members, Section Eight, Maintenance, Repair, and Improvements Lessee shall budget an amount of \$15,000 for the first year and in subsequent years \$30,000. Kim Roberge seconded the motion. Two board members voted in favor of the motion, Steve Coughlan and Kim Roberge, thirteen board members were opposed to the motion. The motion was defeated. (2-0-13)**

**A motion was made by Steve Coughlan to adopt the FY 11 Proposed Budget for the purpose of the Public Hearing, with a 1.5% salary increase for SAU Staff representing a total budget increase of 3.33%. Bruce Schmidt seconded the motion for the purpose of discussion.**

Dr. Jennings told board members they could put off the virtual server and just replace a server, which will save \$5,000, conferences could be reduced by \$2,500, and with these two reductions, they could get back to the 2.99% increase.

Board members voted on Steve's motion:

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**A motion was made by Steve Coughlan to adopt the FY 11 Proposed Budget for the purpose of the Public Hearing, with a 1.5% salary increase for SAU Staff representing a total budget increase of 3.33%. Bruce Schmidt seconded the motion for the purpose of discussion. One board member voted in favor of the motion, Steve Coughlan, fourteen board members were opposed to the motion. The motion was defeated. (1-0-14)**

**A motion was made by Dwight Brew asking the administration to prepare a budget with a 2.99% increase or less and with the desire that the staff receive up to a 2% increase. Kim Roberge seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (15-0-0)**

- C. Math Review Process – Nicole Heimarck presented the SAU 39 Program Review, Curriculum Revision Re-Design, which commences with the Mathematics Curriculum for 2009-2010.

Nicole told board members the Mathematics Curriculum is the first program to go through the new Program Review process. Nicole said this process will tell us if our students are progressing.

Nicole explained how Program Review is different from Curriculum Revision.

- Hollistic – Program offers a more holistic approach to review and evaluation of teaching and learning.
- Objective – Review implies an analysis and evaluation of the program, the previous revision model implied a predetermined outcome (change).
- Inclusive – The phrase, “Program Review” conveys the notion that any and all programs within the SAU should be reviewed on a regular basis, and

that a review (not necessarily a revision) of curriculum is a part of this process.

Nicole said the Program Review Process is a Four Phase Cycle.

Phase One – Study – Vision, Self Study

Phase Two – Plan – Program Improvement Plan

Phase Three – Implementation – Action

Phase Four – Review – Summative Evaluation of the Process

Nicole presented a Timeline for the Math Review. Nicole told board members the most important phases of this process are Phases One and Two. It is recommended Phase One and Two take a year each to complete however, they are scheduled to complete Phase One in June 2010. Nicole said Phase Two would begin over the summer.

Nicole told board members at the close of Phase One and Two, there would be a series of formal presentations.

Nicole explained Phase 1 – Study

Step A. Developing a Vision – Guiding Questions

- Develop a vision of where we want to go.
- What characteristics should we see evidence of in staff and student teaching and learning?

Step B. Self Study – Guiding Questions

- What does our current data say about where we are?
- What does our current data say about who we are?

Step C. Creation of Self-Study Report

- What gaps exist between where we would like to be and where we currently are?
- What needs our attention? Identify focus areas for

program improvement.

Nicole explained Phase 2 – Develop a Program Improvement Plan

Step A. Additional Data Gathering – resultant of self-study report and focus group feedback.

Step B. Improvement Plan Development

Step C. Gather Feedback, Refine Plan, Present for Adoption

Nicole provided details about Phase 3 – Implementation

Step A. Preparation

Step B. Action/Implementation

Step C. Formatively Assess (ongoing)

Nicole told board members she could not say how long implementation will take. If there was a new Elementary math plan in grades K-6, they would roll it out slowly. Nicole said it depends on how significant the changes are and the volume of changes will depend on the amount of time needed for the implementation phase.

Nicole summarized Phase 4 – Review (will take place in the context of the program we are evaluating)

Step A. Was this an effective process for reviewing the program?

Step B. How is the action plan working? What is our progress towards indicators of success?

Nicole provided board members with the Composition of the Committee.

- Grade level/Grade Span
- Administrative – 1 administrator besides Nicole
- Regular Education and Special Education
- Parent and/or Community Representatives

A slide was shown with the 2009 Math Program Review Committee Membership.

Nicole ended her presentation by providing a slide, which showed future topics that have been suggested for “Program Review.”

- Grading and reporting practices and policies
- Kindergarten programming
- Homework practices and policies
- Implementation of SAU 39’s Instructional Coaching Model
- Differentiated Instruction
- Response to Intervention

Board members were given the opportunity to ask questions.

Peter Maresco said he was concerned they were using this new process, “Program Review” on the Math Curriculum. Peter said math is extremely visible in the community. Peter asked if they were addressing some of the concerns that have been raised in the near term.

Nicole said they have addressed some of the concerns in the near term and she does think the Program Review is the best way to proceed with regards to the Math Curriculum.

Nicole said she has confidence in the new process because of all the flaws in the old process.

Dan Foley thanked Nicole for her presentation.

A. Policies – 1<sup>st</sup> Reading

1. DJ – Purchasing policy
2. DJB – Purchasing Procedures
3. DJB-R – Procedures
4. DJD – Cooperative Purchasing Policy
5. DJE – Bidding Requirements Policy

**VII. DISCUSSION**

Pam Coughlan told board members the Policy Committee consisted of Jayson Darula from Mont Vernon, Nancy Head from Amherst and Jeanne Ludt and herself.

Pam suggested board members take questions and comments to their board liaison.

Pam told board members they would have the 2<sup>nd</sup> reading at their next individual board meetings.

Dwight Brew said he thinks it's very important to do competitive bidding as much as possible.

**A motion was made by Rob Graybill to adjourn the meeting. Bruce Schmidt seconded the motion. The board voted unanimously to adjourn the meeting. (12-0-0) The meeting adjourned at 9:15 p.m.**

**VIII. REVIEW OF MEETING/ADJOURN**