

MINUTES
SAU 39 SCHOOL BOARD MEETING MINUTES
April 22, 2010
Souhegan High School Annex, Room A222

Present:

Souhegan Cooperative School Board: Howard Brown, Steve Coughlan, Pam Coughlin, Chris Janson, Jeanne Ludt, and Mary Lou Mullens

Amherst School Board: Peg Bennett, Lucienne Foulks, Nancy Head (arrived 6:16 p.m.) and Peter Maresco

Mont Vernon School Board: Trevor Girard, Janet Gramatges, Kim Roberge and Bruce Schmidt

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

Staff: Jim Bosman, Bruce Chakrin, Porter Dodge, and Gerry St. Amand

Minutes Recorder: Lyn Jennings

ATTENDANCE

Superintendent Mary Jennings called the Organizational Meeting to order at 6:08 p.m.

- A. Chairman – Dr. Jennings asked for nominations for School Board Chair. Peg Bennett nominated Chris Janson.

Dr. Jennings asked if there were any further nominations, and hearing none, Dr. Jennings asked Chris Janson if she would accept the nomination to serve as Chair. Chris Janson accepted the nomination.

A motion was made by Peg Bennett to nominate Chris Janson to serve as Chair of the SAU39 Board. Bruce Schmidt seconded the nomination. All board members voted in favor of the motion and the motion passed unanimously. (13-0-0)

**I. CALL TO ORDER –
 ORGANIZATIONAL
 MEETING**

**II. ELECTION OF SCHOOL
 BOARD OFFICERS**

Chris Janson took over the meeting and handled the remainder of the Election of School Board Officers.

- B. Vice Chair - Chris Janson asked for nominations for Vice Chair. Howard Brown nominated Bruce Schmidt. Bruce Schmidt declined the nomination. Lucienne Foulks nominated Peg Bennett. Chris asked if there were any other nominations however, there were none. Peg Bennett accepted the nomination.

A motion was made by Lucienne Foulks to nominate Peg Bennett to serve as Vice Chair of the SAU 39 Board. Peter Maresco seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (13-0-0)

- C. Secretary - Chris Janson asked for nominations to serve as Secretary. Howard Brown nominated Janet Gramatges to serve as SAU 39 Secretary. Chris asked if there were any other nominations however, there were none. Janet Gramatges accepted the nomination.

A motion was made by Bruce Schmidt to nominate Janet Gramatges to serve as SAU 39 Secretary. Nancy Head seconded the nomination. All board members voted in favor of the motion and the motion passed unanimously. (14-0-0)

- A. Inter District Committee Member – Dr. Jennings told board members for the past year and a half, they have had an Inter District Study Committee and any number of board members can be a part of it. Dr. Jennings said board members would spend 3 hours at each school of which she, the Principal, and an administrator would visit each of the schools in the district. Dr. Jennings said there are four meetings a year.

III. COMMITTEE ASSIGNMENTS

Dr. Jennings said there is a meeting on May 17th at Amherst Middle School, and another meeting scheduled for June 7th at the high school and the meetings usually run from 9 a.m. to 12 p.m.

Bruce Schmidt said he is interested in continuing on this committee.

Mary Lou Mullens said she is interested in continuing on this committee.

Janet Gramatges said she is interested in serving on this committee.

Nancy Head said she is interested in continuing on this committee.

The Organizational Meeting was closed at 6:20 p.m.

Chris Janson called the board meeting to order at 6:20 p.m.

I. CALL TO ORDER

Dr. Jennings told new board members about a workshop they can attend. New board members were given information as to when they could attend this workshop.

II. ANNOUNCEMENTS

Dr. Jennings said the SAU Administration would like to offer their time to meet with the new board members so that they can go over what the office looks like, how it runs, etcetera. Dr. Jennings said they would be contacting the new board members to see what date is convenient for everyone.

Chris Janson asked if there were any comments from the public however, there were none.

III. PUBLIC TIME

A motion was made by Bruce Schmidt to approve Consent Agenda Items A. Minutes 1. March 25, 2010; B. Treasurer's Report; and C. Manifest. Jeanne Ludt

IV. CONSENT AGENDA

seconded the motion. All board members voted in favor of the motion and the motion passed unanimously with two abstentions, Janet Gramatges and Kim Roberge. (12-0-2)

- A. FY10 3rd Quarter Report – Board members received the School Administrative Unit 39 Quarterly Financial Report for Fiscal Year 2010 dated 7/1/2009 – 3/31/10.

V. PRESENTATIONS

Betty Shankel told board members there was a savings in the Superintendent's Office due to a savings on the Actuarial Study as well as a savings on benefits. There was also a savings on benefits in the Business Office, in Operations and Maintenance and in Technology Support. Betty said they are expecting a retirement payout in Food Service due to Franceen Lupa's retirement at the end of the year.

Betty said they are anticipating a balance of approximately \$78,000 at year-end.

Betty told board members the Virtual Server was cut out of the proposed 2010-2011 budget and since they are anticipating a surplus at year-end, she plans to put together a budget transfer to cover the Virtual Server and have the board approve it at the next board meeting.

- B. K-12 Technology Plan – Bruce Chakrin told board members this is a three-year plan that is not actually required by the state however, if you want to apply for funding then you need to have a three-year Technology Plan that is board approved.

Bruce said Steve Coughlan and Rob Graybill served as school board representatives on the Technology Plan Committee.

Bruce said he was at the board meeting to explain the

overall plan to the board.

Bruce said if individual districts have questions, he could always bring the plan to the district board meeting.

Bruce Chakrin presented slides detailing the SAU 39 Technology Plan dated 2010-2013.

Bruce said why Technology Planning:

- Big picture/framework
- Funding
- Benchmark against which to measure progress

Bruce explained where we are now:

- Inventories
 - Curriculum
 - Systems
 - Infrastructure
 - Soft resources
 - Personnel
 - Processes
 - Procedures

Bruce explained where we want to go:

- Technology Integration – Technology skills in the curriculum, technology in classroom practice.
- 21st Century Skills and Classrooms
- Information systems – Enterprise systems – Maintain infrastructure and services to current standards.

Bruce told board members how they plan to get there –

- ICT (Information / Communications Technology) Curriculum
- Professional Development

- Budgeting – Process, Replacement Programs, Targeted Expenditures – Bruce said this is not a budget.
- Other Funding – Federal and State

Bruce explained how they know they are getting there –

- Evaluation – Formative evaluation process
- Or not getting there – What do we want to change to get us there? If we are getting there, where do we want to go beyond there?
 - Emerging technologies – eReaders – digital books, etc.

Bruce explained the Technology Plan is a benchmark, and they will look at it several times a year.

Bruce said the document is considered a living document and changes can occur on a yearly basis, they may adjust their goals and push them out further.

Board members were given the opportunity to ask questions.

Bruce Schmidt commented that he wanted to make sure what the board approves as the Technology Plan is what is submitted to the state.

Steve Coughlan said the state sees this plan as a snapshot of a moment in time.

Jeanne Ludt said she really wants Parent Portals to be on the top of the list for Technology needs. Jeanne said she also wanted a better survey software on the list rather than Angel.

Bruce Chakrin said the next revision could include the Parent Portals. Bruce said they could always use Survey Monkey.

Howard Brown asked if they ever pursue grant funding. Bruce said they do whenever they can for example vendor grants. Bruce said they take advantage of them when they are available.

A motion was made by Steve Coughlan to approve the SAU 39 Technology Plan as presented and amended for 2010-2013. Trevor Girard seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (14-0-0)

C. Audit Services – Betty Shankel told board members they went out to bid for Audit Services for Fiscal Years 2010 – 2012.

Betty said they went out to bid because they need new auditors in order to get a fresh look and someone that will have critical eyes. Betty said it is best to change auditors after a few years.

Betty explained they received three bids and they had sent their request to ten companies.

Betty said they all have municipal audit experience. The bids received were from Melanson Heath, Roberts Green & Drolet and Vachon Clukay and Company.

Betty said if they went with Melanson Heath, they would have a different executive on the audit this year; however, they were the highest price, \$122,050 for three years.

Betty told board members Melanson Heath audits 15 school districts in New Hampshire. Roberts, Greene and Drolet currently have 9 districts in the area and it is a three-person company. Betty said Vachon Clukay and Company is a larger company and currently audit 20 SAU school districts. Betty said they also are the auditors for the Town of Amherst.

Betty told board members they were recommending Vachon Clukay and Company as their auditors for the next three-years. The total three year cost was \$90,208.

A motion was made by Steve Coughlan to accept the recommendation of Vachon Clukay and Company as the SAU 39 Districts Auditors for the Fiscal Years 2010-2013. Howard Brown seconded the motion. The motion passed unanimously. (14-0-0)

- A. Consistencies/Inconsistencies in SAU39 – Case Study: 2002 Math Review Implementation – discussion groups using a protocol – Board members received a copy of the Case Study entitled 2002 Math Curriculum Review Implementation in their board packets.

VI. DISCUSSION ITEMS

Dr. Jennings told board members Renea Sparks would be the facilitator for this case study.

Renea explained the process they would follow.

Nicole Heimarck presented the case study to board members.

Board members broke out into discussion groups.

Dr. Jennings presented the Lessons Learned at the conclusion of the case study.

- It's important for the faculty, parents and the board to accept the program and not do their own thing.
- We must make sure teachers implement what's decided.
- Each school feels that their school knows what's best for the children.
- Lack of curriculum alignment has had a degree of effect on our students.

- If we don't roll out the curriculum in a parallel way, we may lose time for changes.
- Program we accept should include skill and drill and conceptual work. Supplemental materials should be available; no one program will solve all our needs.
- Community opinions need to be heard but used in a timely way.

Further questions were raised for discussion:

- Is there evidence of cultural misalignment across SAU39 districts?
- Is this another example of why being one district would be advantageous?
- Do Board members have the courage to place valued items in the budget?
- Do Board members place too much value on budget advisory committees, like Ways and Means?
- Why has it taken so long for the three districts to examine this type of issue?
- Does the SB2 or non-SB2 budget process have an impact on curriculum decision?

B. Policies – Introduction – Dr. Jennings told board members Jeanne Ludt, Nancy Head, and Pam Coughlin are available from the Policy Committee should board members have questions on the policies that are being presented.

1. Policy DJE – Bidding Requirements – Dr. Jennings highlighted the changes made to the policy. Dr. Jennings told board members the policy would go back to the individual policy for the 2nd reading.
2. Policy JICK – Pupil Safety and Violence Prevention - Dr. Jennings told board members this policy came before the board approximately 2 ½ years ago.

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Dr. Jennings said they want this policy adopted now because the schools desperately need to adopt new guidelines now in this area. Dr. Jennings said some of the responsibility lies on parents as it relates to pupil safety and violence prevention.

Dr. Jennings said this policy had gotten lost in the mix, and she wanted to bring it forward before the end of the school year.

Board members discussed the policy and offered amendments/changes to the policy.

Under Section II. Bully Defined it was suggested the words “electronic or other medium” be added after the words whether verbal. Dr. Jennings said they would take this suggestion under advisement, however this area is very tricky.

Board members agreed the typos throughout the policy needed to be corrected.

Howard Brown asked if they should include some information as it relates to cyber bullying? Dr. Jennings said she thinks it will be part of the new cyber bullying legislation and suggested this would be the time to include it in the policy.

Jeanne Ludt wanted the policy to include a statement about providing support services to the victim of violence.

Discussion followed and Janet Gramatges suggested the following be inserted under IV. Investigation and Remedial Action:

4a. Besides initiating other actions, the Principal may also take other actions deemed necessary as appropriate to protect the victim including but not limited to in-school

counseling, participation in peer support groups, and/or reassigning student's classes, lunch periods, or transportation.

Bruce Schmidt expressed his concerns on the process of the Food Service Management Committee and requested status updates from the Administration.

OTHER

A motion was made by Howard Brown to enter into Non-Public Session per RSA-91-A:3 II (a). Jeanne Ludt seconded the motion. By roll call vote Brown-yes; Maresco-yes; Head-yes; Foulks-yes; Gramatges-yes; Ludt-yes; Janson-yes; Bennett-yes; Mullens-yes; Coughlan-yes; Coughlin-yes; Roberge-yes; Girard-yes; and Schmidt-yes. The board entered into non-public session at 9:10 p.m. (14-0-0)

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

A motion was made by to adjourn the meeting. seconded the motion. The board voted unanimously to adjourn the meeting. () The meeting adjourned at p.m.

**VIII. REVIEW OF
MEETING/ADJOURN**