

**MINUTES**  
**SAU 39 SCHOOL BOARD MEETING MINUTES**  
**December 8, 2009**  
**Souhegan High School Annex, Room A222**

Chairman Dan Foley called the Public Hearing to order at 6:08 p.m.

**I. PUBLIC HEARING – SAU #  
39 BUDGET**

Betty Shankel presented the SAU 39 FY11 Budget Changes from Draft 1 through Draft 3.

Betty told meeting attendees they decreased the budgeted amount in Heating Oil from \$3.60/gal to \$2.85/gal, representing a decrease in the budget of \$1,676.

Betty said in Draft 2 board members proposed giving staff a 2% salary increase as long as the budget came in at a 3% or less increase. Therefore, the proposed 2% salary increase represented an increase in the budget of \$22,311, with an associated increase in benefits of \$3,827.

Betty explained they reduced Courses and Conferences by \$3,000, changing the budgeted amount in Draft 3 to \$4,000.

Betty told board members under Consultant Cost, they reduced the Superintendent Search by \$5,000.

Betty told board members they reduced the Equipment Replacement line by \$5,000, eliminating the Virtual Server. Betty said they do need to replace a server that is at the end of life and there is still \$5,000 left in this line to replace the server.

Betty told board members they included the \$15,000 increase in the Rental of Building line bringing the budgeted amount to \$30,000 as compared to the previous

years' \$15,000.

Betty presented a slide, which showed meeting attendees the Cost Sharing for Amherst, Mont Vernon, and Souhegan Coop.

Dan Foley closed the Public Hearing at 6:12 p.m.

Present:

## **ATTENDANCE**

Souhegan Cooperative School Board: Steve Coughlan, Dan Foley, Chris Janson, Jeanne Ludt (left at 7:32 p.m.), and Mary Lou Mullens

Amherst School Board: Dwight Brew, Peg Bennett, and Nancy Head

Mont Vernon School Board: Jayson Darula, Trevor Girard Kim Roberge (left at 7:00 p.m.) and Bruce Schmidt

Administrative Team: Dr. Mary Jennings, Betty Shankel, and Karen Taylor

Staff: Colleen Meaney, Jim Bosman, and Jess Tremblay

Budget Advisory Committee: Charlene Carper, and Mark Vincent

Minutes Recorder: Lyn Jennings

Dan Foley called the board meeting to order at 6:12 p.m.

## **I. CALL TO ORDER – REGULAR MEETING II. ANNOUNCEMENTS**

Dr. Jennings told board members the H1N1 free clinic has been finalized. Dr. Jennings said the clinic would be held on December 19, 2009. Dr. Jennings said they received over 1,100 responses from the survey they sent out regarding the H1N1 shot.

Dr. Jennings said they will be providing the space for the clinic and all the nurses have donated their time. Dr. Jennings thanked the volunteers for donating their time.

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

## **III. PUBLIC TIME**

The A. Minutes 1. November 19, 2009, were pulled from

## **IV. CONSENT AGENDA**

the Consent Agenda.

**A motion was made by Dwight Brew to accept the A. Minutes 1. November 19, 2009, as amended. Jayson Darula seconded the motion. Ten board members voted in favor of the motion and two board members abstained, Peg Bennett and Mary Lou Mullens. The motion passed. (10-0-2)**

- A. Race to the Top Proposal – Dr. Jennings provided board members with a couple of handouts detailing the Race to the Top. One of the handouts was entitled, the Race to the Top, New Hampshire Participating Local Education Agency, Memorandum of Understanding.

## V. PRESENTATIONS

Dr. Jennings explained there has been a revision of the ESEA Funding.

Dr. Jennings said there has been a funding change with regards to the No Child Left Behind Legislation.

Dr. Jennings told board members there is a new commitment to growth models in assessing student performance. Dr. Jennings said they've been doing it this way for the past 3-4 years.

Dr. Jennings told board members there is an estimated \$4 billion in state grants through "Race to The Top." Dr. Jennings said the deadline for Round 1 is January 21, 2010. Dr. Jennings explained the NH "race" is a Grass Roots effort; with local control.

Dr. Jennings said the Commissioner of Education called the Superintendent's together on November 30, 2009.

Dr. Jennings presented the Key Features of the Race to the Top.

- Teacher/Administration Quality – Pay for Performance, Use of teacher evaluations to improve student outcomes – particularly in lower performing schools.

Dr. Jennings told board members they would not have a grant from this district that fits this model.

- Three-Four Year Plan – Year 1 – Planning, Year 2 – Piloting, Year 3 – Implementing, and Year 4 – Assessing and Disseminating

Dr. Jennings said if they get the grant, they have 4 years to spend the funds.

Dr. Jennings told board members the SAU#39 Proposal involves “Refining and Expanding Career Growth” which is done during Late Start Time.

Dr. Jennings spoke about the Introduction to Career Growth:

- Based within Critical Friends’ Groups
- Three year plan with public presentation (sample: Jess Tremblay)
- Peer and administrative Support Throughout
- Compensation part of Salary Package

Board members were given a presentation by Jess Tremblay, a Social Studies teacher at Souhegan High School with regards to her Career Growth work.

Jess Tremblay’s Career Growth Inquiry Question was, How can I improve student’s comprehension of and engagement in social studies content readings?

Jess said she was finding that her students would read the assigned reading however, often times what they read, they didn’t understand. Jess said based on her research she

determined her students were “fake reading.” Jess said she made changes in her classroom and shared the practice changes with others.

Jess said it wasn't about her students taking the time to read; it was how they were reading the assigned work. Jess realized she needed to model the reading for them and concluded they need to read together more.

Colleen Meaney, Dean of Faculty told board members the Career Growth Projects program is very well supported.

Colleen said Career Growth is tied to CFG's (Critical Friends Groups). Colleen said CFG Coach's are essential to get the word out to everyone in the schools.

Dr. Jennings highlighted to board members the SAU#39 Proposal: “Refining and Expanding Career Growth”

- Areas for Growth of Career Growth
  - Tied more directly to Academic Learner Expectations and Common Standards
  - Student Assessments more reliable and valid
  - Room for collaboration among participants
  - Research useful K-12
  - Useful for recertification and professional development plans
- Expansion Possibilities
  - To Mont Vernon and to Amherst Districts – Some CFG coaches trained, Late Starts available for Professional Development use, Salary compensation packages negotiable
  - To New Hampshire and Other States – Voluntary advancement on salary schedules, SAU#39 as Training and Dissemination Center

Dr. Jennings presented the Next Steps: (Due by the End of the Month – truly a “Race”)

Dr. Jennings said they needed to submit the Draft Plan for Consideration, which is written under the following areas:

- Standards and Assessments
- Data Systems to Support Instruction
- Great Teachers and Leaders.

Dr. Jennings told board members they need to submit the Memorandum of Understanding, which needs to be voted on by each District.

Dr. Jennings said she is confident they have a sound proposal. Dr. Jennings said the Career Growth Model is a sound model.

Nancy Head asked what would happen if the teachers Career Growth work is not up to standard?

Jim Bosman, Principal at Souhegan High School said it is the responsibility of the CFG (Critical Friends Group) to provide feedback to the individual teachers. They must be ready to go from Phase I, to II, then to III. Jim said a teacher might be asked to work longer on a particular phase.

When a teacher completes all three phases of Career Growth at Souhegan High School, they go up in a salary scale. A teacher cannot complete Career Growth any quicker than 3 years.

- B. FY09 Audit Report - Board members received a copy of the School Administrative Unit No. 39 Financial Statements for the Year Ended June 30, 2009.

Sheryl Stephens Burke from Melanson Heath &

FINAL Minutes of December 8, 2009 SAU 39 Board Meeting

Company thanked the SAU No. 39 for having them as their auditors again this year. Sheryl thanked Betty, Karen and Lisa for all their help during the audit.

Sheryl told board members on page 9 of the Financial Statements, about the OPEB Liability which is new this year and is a result of the Actuarial Study. The total liability is 531.

Sheryl referred board members to page 13 of the Financial Statements where the Change in Fund Balances was (\$90,442), which is the Net Loss for the Year.

Sheryl explained the Statement of Revenues and Other Sources, and Expenditures and Other Uses – Budget and Actual on page 15. Sheryl said the district received more than budgeted for Revenues and Other Sources in the amount of \$3,944. The district under spent in Total Expenditures and Other Uses by \$43,261. The Excess of Revenues and other sources over expenditures and other uses saw a Budget Variance of \$47,205, which is the Net Surplus for the Year.

Board members received a copy of the Management Letter for the Year Ended June 30, 2009.

The Management Letter offered no new recommendations however; it did provide the Status of the Prior Year Recommendation, which was for the District to consider implementing a written internal control framework using the COSO model, and to establish an internal audit function to properly monitor operations and assess risk of misstatement of the financial statements caused by either errors or irregularities.

Sheryl said during fiscal year 2009, the District began periodically monitoring certain aspects of its financial operations. Sheryl said updates to key financial policies and procedures, and a written internal control framework

using the COSO model using pre-printed checklists and forms, were also completed.

Sheryl said the prior year recommendation has been addressed and will not appear as a recommendation on next year's audit.

Sheryl told board members they had an extremely clean audit, they had no audit adjustments this year.

Betty Shankel thanked Karen Taylor, Director of Finance for the work she has done since coming to the SAU 39. Betty also thanked Lisa Ambrosio for all the work she had done prior to her leaving. She said a clean audit with no adjustments is a credit to Lisa and her staff in the business office.

**A motion was made by Steve Coughlan to adopt the SAU 39 Proposed FY11 Budget as proposed. Jayson Darula seconded the motion.**

## **VI. ACTION ITEMS**

Discussion followed the motion.

Steve Coughlan questioned how the administration came up with reducing the Consultant Fees by \$5,000 for the Superintendent Search. Betty Shankel said her \$5,000 reduction was arbitrary and she was just doing as the board asked by bringing the budget in at less than a 3% increase.

Board members asked the Budget Committee their opinion on the revised SAU 39 Budget. Mark Vincent, Chairman of the Budget Committee said the only item they have a problem with is not buying the Virtual Server this year.

Mark said if the district spends \$10,000 on the virtual server, they save on buying an additional 10 servers. Mark said this is the only item that doesn't make long-term sense but only short-term sense.

The board voted on the following motion:

**A motion was made by Steve Coughlan to adopt the SAU 39 Proposed FY11 Budget as proposed. Jayson Darula seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (10-0-0)**

**A motion was made by Bruce Schmidt to adjourn the meeting. Nancy Head seconded the motion. The board voted unanimously to adjourn the meeting. (12-0-0) The meeting adjourned at 8:04 p.m.**

**VII. REVIEW OF  
MEETING/ADJOURN**