

**MINUTES**  
**SAU 39 SCHOOL BOARD MEETING MINUTES**  
**May 27, 2010**  
**Souhegan High School Annex, Room A222**

Present:

**ATTENDANCE**

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

Amherst School Board: Peg Bennett, Lucienne Foulks, Nancy Head and Peter Maresco (left at 6:57 p.m.)

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

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

Staff: Bruce Chakrin, and Sue Blair

Minutes Recorder: Lyn Jennings

Chris Janson called the board meeting to order at 6:10 p.m.

**I. CALL TO ORDER**

Chris Janson welcomed new board member Pim Gronstra. Pim is a Souhegan School Board Member representing the Mont Vernon District.

**II. ANNOUNCEMENTS**

- A. Wellness Committee - Chris Janson told board members they wanted to spend five minutes discussing the formation of a Wellness Committee. Chris said they would also discuss this in June as well. Chris highlighted the section entitled Community Involvement in Souhegan Policy, JLCCF – Wellness Policy, page 5 of the board packet.

Rick Katzenburg said he believes they need to have a Wellness Committee.

The Policy Committee gets together on an as needed basis and Rick said he thinks their needs to be a Wellness

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Committee because changes and improvements need to be made to make a better community.

Chris told members of the board if they were interested or someone they knew was interested in volunteering to serve on the committee to send either her or Dr. Jennings an email.

Chris said Gerry St. Amand had sent her an e-mail indicating he wanted to be on the committee.

Jeanne Ludt asked if they could clarify how often the committee would be meeting.

Kim Roberge asked what would be the size of the committee and the direction of the committee.

Dr. Jennings said they are seeking guidance from the board as to the makeup of the committee.

Dr. Jennings said it is up to the board to charge the committee.

Howard Brown said they had a Wellness Committee before and suggested they contact former members as a courtesy to see if they want anything done or would they want to serve on the committee.

Lucienne Foulks said she wanted to serve on the Wellness Committee.

Janet Gramatges suggested they have at least one school nurse, 1 Amherst teacher, and 1 Mont Vernon teacher on the committee.

Trevor Girard suggested they have someone from the Food Service Program on the committee.

B. School Calendar Study Committee – Chris told

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board members they are looking to form a committee to study the school calendar. Chris said they want to try to get us out of adding time to the day at the end of the year.

Dr. Jennings said students at Souhegan High want to put something together and they would like the committee to start next year.

Dr. Jennings said it is a really good time to start this committee because they will be in negotiations with the MVEA and Amherst PPA.

Janet Gramatges said she wanted to serve on the School Calendar Committee.

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

### III. PUBLIC TIME

The A. Minutes 1. April 22, 2010 were pulled from the Consent Agenda.

### IV. CONSENT AGENDA

**A motion was made by Bruce Schmidt to approve Consent Agenda Items B. Treasurer's Report; and C. Manifest. Howard Brown seconded the motion. All board members voted in favor of the motion and the motion passed unanimously with one abstention, Pim Gronstra. (13-0-1)**

**A motion was made by Steve Coughlan to approve Consent Agenda Item A. Minutes 1. April 22, 2010, as amended. Nancy Head seconded the motion. All board members voted in favor of the motion and the motion passed unanimously with two abstentions, Rob Graybill and Pim Gronstra. (12-0-2)**

- A. Recommendation: Food Service Management 2010-2011 – Board members received a copy of a

### V. PRESENTATIONS

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memo in their board packets dated May 25, 2010, addressed to Mary Jennings from Betty Shankel regarding the Food Service Committee Recommendations.

Betty told board members the Committee met on May 17<sup>th</sup> and 18<sup>th</sup> to review presentations by the Food Service Vendors and to interview two candidates for the position of Food Service Director.

Betty said the Committee discussed whether to go with a Food Service Vendor or a Food Service Director and highlighted the following issues:

1. Vendor food cost vs that of the district.
2. Cost of paying for a Food Service Director plus a management fee to the Vendors.
3. risks and Benefits involved in contractual arrangement.
4. Participation and labor assumptions by the Vendors vs. District.
5. Marketing and packaging strategies of Vendors vs. District.
6. Training procedures of Vendors vs. District.
7. The management of Free and Reduced for the District.
8. General processes and procedures of Vendors vs. District.
9. The compressed time line to examine the vendor option.

Bruce Schmidt said the committee included of those at the board meeting, Nancy Head, Rick Katzenberg, Betty Shankel, Howard Brown (couldn't make the meetings) and himself.

Betty said the Committee agreed the Vendors had some excellent marketing and packaging strategies and they could easily pick up on the ones they are not already using.

Also, the vendors have some good processes and procedures in place for operation and training however, because of the current Food Service Director's prior experience, our districts also have good procedures in place. Betty said unlike most districts, our staff is trained and certified already.

The memo explained the Vendors came in with food costs of 31%, 38%, and 39%. Currently we are able to garner 33% through our purchasing practices so there was no real advantage to be gained in this area.

Another consideration that came into play is the inability by law for the Food Service Vendors to manage our Free and Reduced. This would have to fall to the SAU Business Administrator. We were also cautioned by the references we called to make sure that we managed any contract we entered into very carefully.

Betty said the conclusion was that there were some benefits to having a Vendor supply our Food Service however if we can find a high quality Food Service Director, we will be able to keep the cost of the management fee in the Districts instead of paying it out.

Dr. Jennings told board members the committee recognized the value of continuing to have an advisory group to discuss and recommend on issues such as marketing strategies, contracting possibilities, wellness, purchasing, etc.

Dr. Jennings told board members she interviewed a Food Service Director candidate today, and was extremely impressed.

The board received copies of the candidates' resumes.

Dr. Jennings told the board they have offered the job to their first choice candidate and hope that she accepts the

position.

Dr. Jennings said should she decline their offer, they do have another candidate they would offer the position to.

Peter Maresco asked if there were any internal candidates.

Betty said yes, but the candidate did not have the qualifications..

Rick said both Franceen and Betty have done an extraordinary job with the Food Service Program. Rick said we have our act together. Rick said Franceen should be complimented for the reputation she has earned over her time in the SAU.

Dr. Jennings said either candidate would be great for the position

Dr. Jennings said she would like to have authorization from the board to hire one of the two candidates as soon as possible and negotiate their contract.

Trevor Girard asked what the term of the contract would be and Dr. Jennings said one year.

**A motion was made by Bruce Schmidt to direct the Superintendent to negotiate a contract with the administrations fist choice candidate. If negotiations fail, then to negotiate with the administrations second choice candidate. Trevor Girard seconded the motion. All Board members voted in favor of the motion and the motion passed unanimously. (14-0-0)**

Chris Janson thanked the committee for all the work they did.

- B. Personnel Issue – Dr. Jennings told the board that Nicole Heimarck, Director of Curriculum and Professional Development was expecting her

second child at the end of August. Dr. Jennings said they were working through the budget and will give the board an update with regards to her maternity leave, etcetera at the board meeting in June.

Dr. Jennings said Nancy McGuire would substitute while Nicole is on maternity leave. Dr. Jennings said they would be paying Nancy a stipend and plan on hiring a contractor to help Nancy with staff development.

Dr. Jennings said they would come back to the board with a financial proposal in June.

Dr. Jennings said Nicole would be back to full time at the end of December.

A. Consistencies/Inconsistencies Among Districts  
Perception of School's Values –

**VI. DISCUSSION ITEMS**

Board members received two handouts in their board packets. The first was entitled SAU Board Discussion Consistencies/Inconsistencies in SAU 39 “Perceived Differences in School Cultures.”

Dr. Jennings told board members the four schools in the three districts differ in many ways. One way is the difference in school cultures. What are these differences, as perceived by Board members, and do these differences make a difference to our children’s K-12 education? This is the next topic of our discussion.

Dr. Jennings explained the process to the board. The second handout the board received was Looking at Data Sets Facilitator and Participant Guide.

After the board broke out into small groups to discuss and examine the data, the groups summarized their perceptions of the data and presented to the full board. Dr. Jennings

will provide a complete analysis at a future meeting.

**A motion was made by Peg Bennett to adjourn the meeting. Howard Brown seconded the motion. The board voted unanimously to adjourn the meeting. (13-0-0) The meeting adjourned at 8:18 p.m.**

**VIII. REVIEW OF  
MEETING/ADJOURN**