

MINUTES
SAU 39 SCHOOL BOARD MEETING MINUTES
October 28, 2010
Souhegan High School Annex, Room A222

Present:

ATTENDANCE

Souhegan Cooperative School Board: Howard Brown, Steve Coughlan, Pim Grondstra, Frances Harrow, Chris Janson, and Jeanne Ludt

Amherst School Board: Peg Bennett, Rob Graybill, Lucienne Foulks, Nancy Head and Peter Maresco

Mont Vernon School Board: Trevor Girard, Janet Gramatges, Kim Roberge (arrived at 7:24 p.m.) and Bruce Schmidt

Administrative Team: Dr. Mary Jennings, Nancy McGuire, and Betty Shankel

Minutes Recorder: Lyn Jennings

Chris Janson called the board meeting to order at 6:05 p.m.

I. CALL TO ORDER

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

II. PUBLIC TIME

Chris Janson welcomed Paul Domenico from the NHSBA. The NHSBA was chosen to assist the district in their search for a new superintendent to replace Dr. Jennings, due to her retirement in June 2011.

III. ANNOUNCEMENTS

Paul thanked the board for selecting the NHSBA. Paul said it is a pleasure to take a peek into such a high quality district.

A motion was made by Steve Coughlan to approve Consent Agenda Item A. Minutes 1. September 23, 2010 as presented. Bruce Schmidt seconded the motion. The motion passed unanimously with nine board members voting in favor of the motion and four board members abstaining, Mary Lou Mullens, Frances Harrow, Rob

IV. CONSENT AGENDA

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Graybill and Peter Maresco. (9-0-4)

A motion was made by Bruce Schmidt to approve Consent Agenda Items B. Treasurer's Report and C. Manifest and D. Budget Transfer. Pim Grondstra seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (13-0-0)

Reports -

A. Superintendent Search – Paul Domenico of the NHSBA told board members he wanted to accomplish two things at the meeting this evening.

1. Salary Range
2. "Long Ad" input

Board members received a copy of the Draft "Long Ad" dated 10/28/10 as well as a Salary Survey and Comparisons dated September 30, 2010, in their board packets.

Paul told board members in order to remain competitive and attract high quality superintendent candidates, he recommends a salary range of \$127,500 - \$137,500.

Lucienne Foulks asked if it is typical to include the salary range in the ad.

Paul said often times the salary ranges are mentioned and in this case it gives the candidates an idea of what the process is as well as the salary range.

Peter Maresco said the low side of the salary range, \$127,500 is below what the salary is now and is this okay?

Paul said he thinks the salary range is a pretty solid range. Paul said he thinks the range is competitive and he doesn't think it will discourage anyone from applying that is interested. Paul said he plans on promoting the quality of life here.

**V. PRESENTATIONS/
REPORTS**

A motion was made by Bruce Schmidt to accept the recommendation of the salary range of \$127,500 - \$137,500 for the position of Superintendent of Schools, SAU#39. Janet Gramatges seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (13-0-0)

Paul told board members they have already sent out the short ad but he brought the long ad before the board for their input and review.

Fran Harrow said she hesitates to put Doctorate preferred. Fran said she is hoping the search will reach beyond the New England area and she would hate to see someone say why bother.

Peter Maresco suggested they change the wording and suggested saying proper certification required.

Trevor suggested saying proven track record in educational leadership.

Lucienne questioned the section entitled *The Challenge Ahead*. She said she didn't understand the section.

Bruce Schmidt said he wasn't sure the section added any benefit and may just add confusion.

Paul Domenico said maybe this could just be used as a final question in the interview process.

Fran said she wasn't sure if she had a preference for it to be in or out of the ad, but it does explain who we are as a district. Fran said she does think it's an important point.

Jeanne said it could be brought out at a different point, because it may turn someone off or confuse someone.

Paul said the Challenge Ahead was stated to him on a

number of occasions.

Chris Janson said working for 3 districts and 4 school boards makes the job much more complex.

Bruce said we should discuss it, but when they are down to their top six candidates, explain it then.

Lucienne asked where the ad was going to be posted.

Paul said it was an electronic ad and it was going to be posted online, state school associations, AASA, and Ed Week.

Board members agreed the length of the ad needs to be cut down.

A motion was made by Rob Graybill to authorize Chris Janson to proceed with finalizing the Superintendents Job Description through the Long Ad. Howard Brown seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (13-0-0)

- B. Community Recovery Group – Dr. Jennings told board members this committee is made up of 2 representatives from each school board, 2 citizens from Amherst, 2 citizens from Mont Vernon and 8 school employees.

Dr. Jennings told board members the contact between the district and ORI ends at the end of this month.

Dr. Jennings said she would be coming before each of the boards and asking for a budget transfer so they can continue the work they have done with ORI.

Dr. Jennings said they would like to fund at least half the cost through the schools and they are looking to fund the balance through the towns.

Dr. Jennings said the total amount needed is \$12,000.

Dr. Jennings said the \$6,000 needed by the schools is based on the same formula used to determine the share for the SAU Budget.

Dr. Jennings provided the numbers by district which will be requested at the individual board meetings:

- Amherst \$3,400
- Souhegan \$2,100
- Mont Vernon \$535

Dr. Jennings told board members they have the funds in the Special Services budget and will be seeking the individual boards approval in November.

- C. FY11 Quarterly Report – Board members received a copy of the School Administrative Unit 39 Quarterly Financial Report for Fiscal Year 2011 dated July 1, 2010 – September 30, 2010 in their board packets.

Betty told board members they think they are on track, hopefully right in line. Betty said it is a very close budget.

The total Fund 10 Budget is \$1,910,628 versus the YTD Expenditures including encumbrances of \$1,804,404. At this time, there is no projection for being over/under at year-end.

Presentations

- A. Math Program Review – Phase 2 – In Nicole Heimark's absence, Chris Borell and Nancy McGuire presented information with regards to Phase 2 of the Math Program Review.

Chris told board members she was going to review the stages of the Math Program Review Process and provide an

update on the work of the Math Program Review Committee in Phase 2. Chris said she would also provide an outline of the next steps.

Chris said the Math Program Review is a Four Phase Cycle and they are in Phase II, which is to determine their Implementation Plan. Chris said next September they would begin implementing.

Chris highlighted the work of Phase I –

- Vision Development
- Self-Study

Chris presented what they learned in Phase I –

- Align with international standards and reflect mastery of key concepts and skills.
- Promote consistency & continuity across K-12 continuum.
- Provide resources and structures to support ALL learners in the school environment and at home.
- Provide ongoing professional development. (how do we support our teachers)

Chris summarized what has happened in Phase II to date. (Chris said they have had two meetings to date)

- Common Core Overview – Chris said New Hampshire has adopted this and are moving toward a new test in 2015 so, we are at the right place at the right time.
- Resource Review and Discussion – What will help support this as nothing aligns to the common core right now.
- Mahesh Sharma Meeting – Chris said he is working with the district. (both the teachers and the Math Program Review Committee)

Chris presented what they have learned in Phase 2 –

- Align with Common Core standards (equivalent of Algebra 1 for ALL by 8th grade)
- Develop a common understanding of what it means to know math (Mahesh Sharma)
- Provide ongoing professional development in content and pedagogy.
- Provide resources and structures to support mastery of Common Core.

In 2015, the Common Core Test will replace the NECAP test.

Chris presented what Actions they are taking in 2010-2011.

Math Program Review

- Conduct Action Research
- Continue work with Mahesh Sharma
- Visit “Best Practice” Schools
- Communicate with all stakeholders
- Develop Action Plan for implementation 2011-12

Within SAU 39

- Stakeholder meetings with Mahesh Sharma
- Mahesh Sharma begins work with teachers
- Placeholder in budget for purchase of materials and staff development to support student learning for 2011-12.

Chris provided what the Board can expect from the Math Program Review in Phase 2.

- Research
- Actions
- Cost Implications
- Timeline

Chris said they would present their plan to the school board

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in September 2011 with regular updates throughout the 2010-2011 school year.

Peter Maresco asked if the Common Core required all students to have Algebra in the 8th grade. Peter also asked what the plan was for students in grades 9-12.

Chris said the biggest shift is for Algebra in the 8th grade, but they are looking at Math K-12.

Dr. Jennings told board members they are meeting with Mahesh Sharma on February 17, 2011 at their board meeting.

Dr. Jennings said Mahesh Sharma would also be a resource to speak with the parents.

Rob Graybill said the committee did an excellent job, a lot more was done since the Phase I presentation. Rob congratulated the team to getting it to where it is.

B. FY12 Budget – Draft 1 – Chris Janson told board members who was on the FY12 Budget Review Committee. Members who attended the board meeting included Marilyn Savage from Mont Vernon, Mark Vincent from Amherst, Jim Ferris from Mont Vernon, Joe Esposito who also serves on the Finance Advisory Committee for Souhegan High School. Not present at the meeting but on the committee include Charlene Carper and John Walsh who also serves on the Souhegan Budget Committee.

Board members were presented with Draft 1 of the FY12 Proposed SAU #39 in Amherst, Mont Vernon and Souhegan by Betty Shankel.

The Budget Assumptions presented were as follows:

- Employee Benefit Rate Changes – Increase

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Dental 5.0%, Increase Health Insurance 10%, Increase NH Retirement 21.1%, and an Increase in Workers Compensation of 9%.

- Revenues – Apportionment based on attendance and valuations

Betty said there is no proposed Staffing Changes for FY12.

Betty said there is no proposed Salary Increases in the Proposed FY12 Budget.

Betty presented the following information for the Bottom Line: (Betty said this is with no salary increases added in for the support staff)

Operating Fund - \$1,951,409
 E Rate Fund - \$38,600
 Total Budget - \$1,990,009
 \$ Increase - \$40,981
 % Increase – 2.1%

Betty provided the Comparative Costs and told board members they reduced in other areas of the budget to compensate for the increases in the budget.

Total Budget Increase - \$40,981
 Total NH Retirement Increase - \$23,638
 Total Health Insurance Increase - \$32,999
 Total of Health & Retirement Increases - \$56,638

Betty told board members about the Costs to be Shared:

Total Budget - \$1,990,009
 Less E Rate Fund Revenue - \$38,600
 Less FY10 Unreserved Fund Balance - \$15,893

Costs to be Shared - \$1,935,516
 Increase over FY11 – 3.9% or \$72,093

A slide was presented detailing the Cost Sharing by District.

Amherst - \$ Increase of \$47,928 or a 4.6% increase

Mont Vernon - \$ Decrease of \$4,078 or a 2.5% decrease

Souhegan - \$ Increase of \$28,243 or 4.3% increase

Betty highlighted the Schedule:

October 28, 2010 – Draft I

October 28, 2010 – November 12, 2010 – Budget committee Review

November 18, 2010 – Draft 2

December 16, 2010 – Public Hearing and Budget Vote

Board members and Budget Committee Members were given the opportunity to ask questions with regards to Draft 1 of the Proposed FY12 Budget.

Peter Maresco questioned the increase in Special Education Health Insurance.

Bruce Schmidt questioned the increase in the annual Budget Sense License.

Joe Esposito said he would take back the budget to his committee for their review.

Joe asked if the district is locked into the NH Retirement System for municipal employees and Betty said yes.

- A. Policy JH – Student Excuses and Absences – Board members received a copy of Policy JH – Attendance, Absenteeism and Truancy in their board packet. **VI. DISCUSSION**

Dr. Jennings highlighted what the board considers to be excused absences.

Dr. Jennings told board members they changed the number

of unexcused absences from 20 to ten half-days during a school year as it relates to habitual truancy.

Howard Brown said the SAU Policy Committee reviewed this policy, and that this is a required policy by law. Howard said a lot of this text was recommended by the NHSAA.

- B. Policy JICK – Bullying – Board members received a copy of Policy JICK Pupil Safety and Violence Prevention Policy Under RSA 193-F in their board packet.

Dr. Jennings told board members they voted on a Bullying Policy in June however; the state has now provided some guidance with regards to a bullying policy.

Mary Lou Mullens asked why the policy doesn't cover teacher/student bullying. Mary Lou said it should be covered and she would like to see it in the policy.

Jeanne Ludt said she would support Mary Lou's suggestion.

Dr. Jennings said they could look at creating a policy, which would cover teacher/student bullying.

Also brought up was having a policy that covers bullying between a parent and another child.

Rob Graybill said he thinks they need to find the right balance with regards to a bullying policy.

Rob suggested they have an all-inclusive policy, possibly educate the parents with regards to their rights.

Mary Lou Mullens suggested they look at student/teacher and teacher/student harassment.

- C. 2011-12 School Year Calendar – Board members

received a handout entitled SAU #39 School Calendar Committee.

Mary Lou Mullens highlighted the Charge to the Committee.

Mary Lou told board members there were nine members on this committee.

The Time Line was highlighted.

Mary Lou provided a Summary of Calendar Survey Results.

- 1139 people responded to the survey.

The breakdown of the respondents was as follows:

Students – 17

Parent – 947

Staff Member – 127

Staff Member & Parent – 46

83% of those who responded were parents, and over 45% of those were elementary parents.

The calendar options respondents could choose from included:

- Expanded learning time – permanently adding time to each day
- Starting school earlier in August, ending earlier in June
- A combination of instructional time added to each day, and more frequent breaks throughout the year
- Replacing February and April vacations with one March vacation.
- Reducing the length of the February and April vacations.

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Also asked on the survey was “Of the options listed above, which one would you most be supportive of?” “And a second option you would also support?”

The option most supported was adding time to the school day (65% supported this option as their first or second choice) The second most supported option was having one vacation in March. (41% supported this option as their first or second choice)

The survey asked what the least favorite option was and it was starting earlier in August (36%) followed by one March vacation (22%).

Mary Lou said based on the survey results as well as additional information, the committee is recommending going to a 175 day, hourly calendar, adding 15 minutes to each school day.

Also presented was the new proposed start and end times for each school.

MVVS – 8:35 a.m. – 3:10
 Clark/Wilkins – 8:30 – 3:05
 AMS – 7:30 – 2:19
 SHS – 7:30 – 2:23

MVVS has 5 additional minutes in the morning, and only 10 minutes in the afternoon. The other schools have 15 minutes added to the end of the day.

Mary Lou said the hourly calendar allows more flexibility, gives more instructional hours.

Jeanne Ludt asked what the plan is for the additional 15 minutes of time in the school day.

The school principal’s and faculty will need to come up with a plan that is most beneficial academically for the

students.

Whatever the board recommends to do going forward, it will need to be negotiated with the unions.

Mary Lou told board members whatever is decided, she is not sure it would be implemented in 2011.

The board discussed when the unions are negotiating new contracts. For Mont Vernon it is in June 2012 and for Amherst and Souhegan they are negotiating new contracts now. Dr. Jennings said negotiations for Amherst and Souhegan should be complete in January.

Board members asked how many districts are using the 175- day, hourly calendar.

Betty Shankel said currently they know Wilton Lyndeborough uses this calendar, but they can let the board know other districts in NH that are using it as well.

Chris Janson requested the Principals bring their plan for the additional fifteen minutes of time to their individual board meetings.

Dr. Jennings said she doesn't think the Principals have defined it yet however, if there is a Public Forum, she thinks the Principals can present their plans for the increased time.

A motion was made by Fran Harrow to enter into Non Public session per RSA 91-A:3 II. (a). Howard Brown seconded the motion. By roll call vote, Schmidt - yes, Girard - yes, Roberge - yes, Gramatges - yes, Brown - yes, Foulks - yes, Head - yes, Janson - yes, Mullens - yes, Coughlan - yes, Harrow - yes, Grondstra - yes, Graybill - yes, Ludt - yes, and Maresco – yes. The board unanimously agreed to enter into Non-Public Session at 9:01 p.m.

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

Also in Attendance were Mary Jennings and Betty Shankel.

The board discussed the matter of compensation of a public employee/employees.

A motion was made by Steve Coughlin to direct Betty Shankel to include in Draft 2 of the budget a 1.5% increase for SAU support staff only. Rob Graybill seconded the motion. The board voted on the motion and the motion passed (14-0-0).

A motion was made by Fran Harrow to come out of Non-Public session. Rob Graybill seconded the motion. By roll call vote Schmidt - yes, Girard - yes, Roberge - yes, Gramatges - yes, Brown - yes, Foulks - yes, Head - yes, Janson - yes, Mullens - yes, Coughlan - yes, Harrow - yes, Grondstra - yes, Graybill - yes, Ludt - yes, and Maresco – yes, the board unanimously agreed to come out of Non-Public Session at 9:24 p.m.

A motion was made by Lucienne Foulks to adjourn the meeting. Bruce Schmidt seconded the motion. The board voted unanimously to adjourn the meeting. (14-0-0) The meeting adjourned at 9:25 p.m.

X. ADJOURN