

MINUTES
SAU 39 SCHOOL BOARD MEETING MINUTES
September 23, 2010
Souhegan High School Annex, Room A222

Present:

ATTENDANCE

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

Amherst School Board: Peg Bennett, Lucienne Foulks, Nancy Head (arrived at 6:10 p.m.)

Mont Vernon School Board: Janet Gramatges, John Quinlan, Kim Roberge (arrived at 6:06 p.m. left at 6:37 p.m.) and Bruce Schmidt

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

Minutes Recorder: Lyn Jennings

Chris Janson called the board meeting to order at 6:04 p.m.

I. CALL TO ORDER

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

II. PUBLIC TIME

- A. Calendar – Mary Lou Mullens, the Chair of the committee was not present at the board meeting however, Janet Gramatges was at the last Calendar meeting and said she could update the board as to what was discussed at their last meeting.

III. COMMITTEE REPORTS

Janet said the committee discussed several options with regards to revising the school calendar. Janet said several options could be considered and some could not be considered as they would not be accepted by the unions/staff.

Janet said the committee sent out a survey last week to parents and the deadline to answer the survey was

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tomorrow or September 24, 2010. Janet said at the next meeting the committee would determine the most favorable option and move forward from there.

Janet said some of the options being considered include: add twenty minutes to the day, start school earlier in August and end school earlier in June, replace the February and April vacation with one in March.

Janet said the committee plans to recommend an option to the board at their next meeting.

Janet said as of Tuesday, they had received 300 responses to the survey.

The board suggested an e-mail go out reminding parents it was the last day to respond to the survey.

- B. Wellness Committee – Kim Roberge said the committee did meet and they will try to have an update at the next meeting.
- C. Policy – Howard Brown told board members they are setting up the Angel site again so board members can access the policies online. Howard explained Angel is used as the communication tool for reviewing the policies.
- D. Interdistrict – Dr. Jennings told board members this committee was continuing from last year. Current members are Janet Gramatges, Nancy Head, Bruce Schmidt, and Mary Lou Mullens.

Dr. Jennings told board members the committee is going to Souhegan High School next week.

- A. A-Team Seminars FY11 – Dr. Jennings told board members there are twenty-two administrators in the district, and they had their first meeting. Each

IV. ANNOUNCEMENTS

month they will be concentrating on the seminar format. An outside consultant was hired through a Grant to work with the administrators.

Dr. Jennings told board members Terry Schraeder would be assisting with CFG processes and protocols when working with them.

Also, Dr. Jennings said they want to discuss aligning the processes for teacher evaluations and report cards.

Dr. Jennings told board members the district has subscribed to a new Global Connect service and they are testing it out next week. Dr. Jennings said thanks to Bruce Chakrin for looking into this new service. Dr. Jennings said the costs for this service are the same as Global Connect. Dr. Jennings said the new service offers new options as to what kind of message a parent wants to receive and they also have an email function. Dr. Jennings said parents will be able to decide their preferences and they will give them a choice as to how to receive messages.

V. CONSENT AGENDA

A motion was made by Nancy Head to approve Consent Agenda Items A. Minutes 1. June 24, 2010, 2. July 15, 2010 B. Treasurer's Report and C. Manifest. Steve Coughlan seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (12-0-0)

A. Policy JFAB – Admission of Tuition and Non-Resident Students – Board members received a copy of Policy JFAB in their board packets.

VI. DISCUSSION

Howard Brown told board members this policy is a combination of all three district policies. They wanted to have the same policy for all three districts.

Howard said there was a change in the law, and it is now

understood, the home district will pay for their Special Education costs.

The policy will now go to the individual boards for the second reading and approval.

- A. Superintendent Search – Chris Jansen told board members she, Nancy Head, and Fran Harrow checked the references of the three companies that submitted proposals to conduct the Superintendent Search and they included NESDEC, Richard Ayers, and NHSBA.

VII. PRESENTATION

Board members received an introduction to each of the firms in their board packets. Also included in the board packet was an article entitled *Selecting the Superintendent*.

1. NESDEC – Art Bettencourt and Ken DeBenedictis of NESDEC provided an overview of their Search Assistance. Also presented were their Qualifications.

Ken DeBenedictis would be the lead consultant and would do the following:

- A. Develop a Schedule for the Superintendent Search
- B. Publicize Vacancy
- C. Recruit Candidates
- D. Conduct a Community Wide Needs Assessment
- E. Assist in Screening Applications
- F. Assist in Interviews of Candidates
- G. Administer all Search Details
- H. Maintain On-Going Communication with the School Board
- I. Follow Up

The fee total was \$16,086 – the professional fee would be \$12,396 (with a 20% NESDEC affiliate discount on (\$15,495) Additional expenses of \$3,690 (borne by the

School District) include printing, photocopying, telephone, postage, postage, consultant(s) travel expenses and consumable supplies.

2. Richard Ayers – Educational Design Group
 - Richard told board members he would be the primary consultant involved in the search process with the assistance of Dennis Pope.

Richard highlighted the following Search Process

- Community wide needs assessment
- Marketing Plan
- Managing the Search Process
- Selection Process
- Timeline

The Consultation fee for the Superintendent Search would be a total of \$12,580 (Consultation \$12,180 plus Material Costs of \$400) The fee does not include advertisement.

3. NHSBA – Ted Comstock – Ted highlighted what makes the New Hampshire School Boards Association different from the other firms – they live here in New Hampshire and they recruit nationally, internationally and regionally.

Ted highlighted the NHSBA full service process for hiring a Superintendent.

1. NHSBA conducts searches as a team.
2. Establish a search committee.
3. Establish requirements for recruitment.
4. Post Advertisement.
5. Application Format
6. Knowledge of the school district and the need for a new school leader.

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7. Initial screening of applications.
8. Plan and conduct a Candidates Forum
9. Plan and conduct visitations to finalists
home school districts
10. Time Schedule

Ted said they also have a Partial Service Search Process where the client chooses the services they want NHSBA to provide.

NHSBA's cost to provide the full Superintendent Search is between \$12,000 and \$14,000 and the expenses vary but should be between \$4,000 and \$6,000. The variables are due to out of state candidates, out of state site visits, and the type and frequency of advertising.

Chris Janson highlighted some of the qualities board members should be looking for in the firm they choose to conduct the Superintendent Search.

1. Good Listener – firm should be able to figure out what the community and staff want in a Superintendent.
2. Don't hire someone that is just a headhunter.
3. How many searches is the firm doing at a time?
4. Are they going to provide assistance once the new Superintendent is on board?

A. Vote for Superintendent search firm - A motion was made by Nancy Head to accept the proposal of NHSBA to conduct the Superintendent Search. Janet Gramatges seconded the motion.

VIII. ACTION ITEMS

Discussion amongst board members followed the motion.

Board members asked what funds were available to conduct the search.

Betty Shankel told board members they budgeted \$10,000

last year and they had \$5,000 from excess funds last year so they have a total of \$15,000.

Bruce Schmidt said he thought NESDEQ seemed good but they were a little more like a headhunter.
Bruce said the NHSBA seemed interested in protecting the board.

Janet Gramatges said the NHSBA offered the most in the way of training the new Superintendent.

The board voted on the following motion:

A motion was made by Nancy Head to accept the proposal of NHSBA to conduct the Superintendent Search. Janet Gramatges seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (11-0-0)

A motion was made by Lucienne Foulks to adjourn the meeting. Nancy Head seconded the motion. The board voted unanimously to adjourn the meeting. (11-0-0) The meeting adjourned at 9:15 p.m.

X. ADJOURN