

**MINUTES**  
**SAU 39 SCHOOL BOARD MEETING MINUTES**  
**November 18, 2010**  
**Souhegan High School Annex, Room A222**

Present:

**ATTENDANCE**

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

Amherst School Board: Peg Bennett, Rob Graybill, Lucienne Foulks, Nancy Head (left at 7:10 p.m.) and Peter Maresco

Mont Vernon School Board: Janet Gramatges, and Bruce Schmidt

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

Budget Committee: Charlene Carper

Minutes Recorder: Lyn Jennings

Chris Janson called the board meeting to order at 6:08 p.m.

**I. CALL TO ORDER**

Chris Janson asked if there were any comments from the public.

**II. PUBLIC TIME**

Michael Roy introduced himself and told board members he has lived in Amherst for twenty years and goes to school at NHTI and his assignment was to attend a school board meeting.

Members of the board welcomed Michael to the meeting.

- A. Committee Report – Wellness – Danielle Collins, the Director of Food Service told board members the Wellness Committee has had three meetings so far. Danielle said based on the report from last year, the districts overall Wellness Policy grade was

**III. ANNOUNCEMENTS**

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a 60.

Danielle said over the past two weeks, they have received data from the NH Commission on the Prevention of Childhood Obesity.

Danielle told board members they have BMI Data for the Wilkins students for the past two years and they plan on comparing this data to the state data.

Danielle said in order to achieve the best results possible, they want to reach out to the adults in the community including teachers, and parents. What they do at the elementary level versus the high school level will require different activities.

Danielle explained the Wellness Committee will be setting goals for the year and breaking into subgroups.

Since there was so much interest in the Wellness Committee, they may reach out to those who showed previous interest in serving on the committee.

Jeanne Ludt asked what was the goal of the Wellness Committee.

Danielle said she believes the goal is different depending on the school. However, she believes the goal is really just making sure the policy is implemented.

**A motion was made by Nancy Head to approve Consent Agenda Item A. Minutes 1. October 28, 2010, as presented. Fran Harrow seconded the motion. The motion passed unanimously with nine board members voting in favor of the motion and one board member abstaining, Peg Bennett. (12-0-1)**

#### **IV. CONSENT AGENDA**

Reports –

#### **V. PRESENTATIONS/**

- A. Superintendent Search – Chris Janson told board members in addition to advertising for the position, Paul Domenico sent out letters to a number of candidates he thought would be good for the position. Chris told board members Paul got a call from one of those very viable candidates that received his letter.

## REPORTS

Chris said they have had a slow response to the open position. Chris told board members they are competing with Hanover who also has the Superintendent's position open.

Chris said they are going to wait until next week to see what the response is and adjust the schedule or extend the deadline if need be.

- B. Professional Development Plan FY10-12 – Dr. Jennings welcomed Nicole Heimarck back from Maternity Leave.

Nicole told board members November 2, 2010, was the first staff in-service day of the 2010-2011 instructional year.

Nicole explained at the end of school last year faculty and staff were given the option of continuing their work throughout the 2010-2011 school year or forming a new group and pursuing a different question of inquiry. They were also given the opportunity to form cross-district groups, where staff members from different schools could work together.

Nicole said over half of the staff completed their work last spring and started a new area of study this fall. A total of 46 teachers are working in seven cross-district groups. There are a total of 59 inquiry groups across the three school districts of SAU39.

Nicole told board members in launching this Professional Development Focus teachers were given the charge of developing an inquiry question around some area of student achievement that would be measurable using various types of data. Nicole said the topics ranged from academics to social skills and the arts and encompassed a variety of data sources to improve student achievement at different levels. Nicole provided examples of inquiry topics at the Elementary, Middle and High School level. She also provided Cross-District examples.

Nicole said using the Continuous Instructional Improvement Model the Professional Development Committee compiled data following the in-service day to indicate where groups currently are in the process. It was determined one group is on Step 1; two groups on Step 3, 18 groups on Step 4; 11 on Step 5; 15 on Step 6; and one group on Step 7.

Nicole told board members the work will continue throughout the '10-11 school year, with several groups meeting on their own time to continue their work. Between May 27<sup>th</sup> (spring in-service day) and the close of school in June, inquiry groups will showcase their learning with colleagues within and across buildings.

Nancy Head asked if the groups planned on sharing their findings with the board or the public.

Nicole said the Professional Development Committee thinks it's a great idea to share their findings with the board as well as the public, they are just trying to fine-tune the details.

Board members thanked Nicole for her presentation.

A. Policy JKAA – Restraint – Renea Sparks told board **VI. DISCUSSION**

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members she is the one responsible for training / guiding staff on how to restrain a student, as she is a Certified Trainer.

It was suggested a clarifying sentence be included in the policy after the first sentence of the introduction.

Bruce Schmidt questioned the definition for Restraint and the use of a medical restraint. Bruce said he didn't think this type of restraint applied to the schools. Bruce said by including this in the definition, he thinks it will create confusion.

Dr. Jennings told Bruce if it is in the law then it needs to be left in and it is the law.

It was suggested #4, Physical Restraint be moved to the top of the document.

Under #6 Parent, the sentence should now read as follows, Parent shall mean the student's parent, legal guardian, surrogate parent or authorized adult student over the age 18.

- B. 2011-12 School Year Calendar Recommendation – Dr. Jennings told board members two of the school boards have voted to move forward with the recommendations by the School Calendar Committee. Dr. Jennings said Amherst hasn't voted on it yet, but will do so next week.

Dr. Jennings told board members they have begun entering into negotiations with the Associations for the teachers.

- C. FY12 Budget – 2<sup>nd</sup> Draft – Board members received a handout entitled SAU 39 FY12 Budget Changes for Draft 2 dated November 18, 2010, in their board packets. Also included in their board

packet was a document entitled FY12 Proposed Budget Summary, Draft 2 – November 18, 2010, SAU 39 Unreserved Fund Balance (Unaudited), June 30, 2010, School Administrative Unit No. 39, Distribution of Amount of SAU Budget to be Shared by Districts FY 2012 Cost Sharing Proposal, and the SAU #39, FY12 Proposed Budget, Draft 2 – November 18, 2010.

Betty Shankel told board members she made the changes to Draft 1 of the budget as requested / directed by the board.

Included in the Draft 2 changes were the following:

Adjust the Superintendent Salary to reflect the maximum salary being offered to the newly hired superintendent. A 1.5% salary increase for support staff, changed the Guaranteed Maximum Rate increase for health benefits to 9.5% increase, changed the Guaranteed Maximum Rate increase for dental benefits to 4.5% increase.

Betty told board members based on the requested changes, the proposed increase for the FY12 Budget is 2.56%.

Betty told board members the Total Proposed FY12 SAU39 Budget is \$1,998,969 with an Available Fund Balance/Revenue of \$54,493 leaving an amount of \$1,944,476 to be shared by the Districts.

Betty presented the District Shares as follows:

Amherst - \$1,101,127, which represents a change of 0.6129% or \$57,321.

Mont Vernon - \$168,520, which represents a change of (0.2047%) or \$3,210.

Souhegan Coop - \$674,829, which represents a change of

(0.4082%) or \$20,522.

Chris Jansen asked for input from the Budget Committee.

The only Budget Committee member available at the board meeting was Charlene Carper.

Charlene told board members she was away when Draft 1 of the budget was presented however she did receive a copy via e-mail to review.

Charlene said she has had contact via email with other Budget Committee members including Jim Ferris and Mark Vincent.

Charlene said she can only speak for her and Mark Vincent because she hadn't had any response from the rest of the Budget Committee.

Charlene said based on the adjustments / changes made to Draft 1 of the budget she and Mark both agree with the Budget as presented in Draft 2.

Bruce Schmidt asked if the administration could find out from Bruce Chakrin what the difference is with regards to consulting on routers, switches, etcetera. Betty Shankel said she would check on this.

Bruce said he understands they recommended an overall support increase of 1.5% for the support staff, but the Mont Vernon Board had rather lengthy debates with regards to the support staff increases in their district. The recommendation was anywhere between 0 and 1.5%.

Jeanne Ludt said they are trying not to create such a great gap between the Support Staff in the schools, district and SAU.

Dr. Jennings said over the last three years the support staff at the schools have been getting anywhere between 3%-5% increases whereas the Brick School Staff have been receiving increases between 1.5% and 2%.

Steve Coughlan said you don't want to be too frugal too many years in a row, then you will be behind the eight ball and will become non-competitive and people will start leaving.

Charlene Carper said they did look at the support staff at the district level as well as the SAU Staff and the SAU Staff were on the low end of the totem pole, so certainly some kind of raise was due them.

Chris Jansen told board members there will be a Public Hearing with regards to the Proposed FY12 Budget at the next meeting. They will also be voting on the budget.

**A motion was made by Fran Harrow to adjourn the meeting. Janet Gramatges seconded the motion. The board voted unanimously to adjourn the meeting. (12-0-0) The meeting adjourned at 7:30 p.m.**

**X. ADJOURN**