

**MINUTES**  
**SOUHEGAN COOPERATIVE SCHOOL BOARD**  
**October 6, 2005**  
**Souhegan High School - Room A222**

**Page 684**

Chairperson John Walsh called the meeting to order at 5:46 p.m.

**CALL TO ORDER**

Present:

**ATTENDANCE**

Souhegan Cooperative School Board: John Walsh, Jeanne Ludt, Jan Phelps (arrived at 6:07 p.m.), Phyllis Thomas, John Rizzi, Janet Gaynor, and Steve Coughlan

Administrative Team: Howard Colter, Susan Ward, Scott Prescott, Ted Houlihan

Finance Committee: Christine Morley

Public: Addie Hutchinson

Press: Cliff-Ann Wales, Nancy Foster, and Andrea Bushee

Minutes Recorder: Terri Connolly

Steve Coughlan moved to accept the minutes of September 1, 2005 and Phyllis Thomas seconded the motion. The minutes were accepted as amended:

**APPROVAL OF  
MINUTES OF  
SEPTEMBER 1, 2005**

Page 672, 3<sup>rd</sup> paragraph, 2<sup>nd</sup> line, change to read: "...if the 5% performance bond would be..."

The motion passed.

Steve Coughlan moved to accept the minutes of September 15, 2005 and Phyllis Thomas seconded the motion. The minutes were accepted as amended:

**APPROVAL OF  
MINUTES OF  
SEPTEMBER 15,  
2005**

Page 678, 2<sup>nd</sup> paragraph, 7<sup>th</sup> line, change from "4:00 p.m." to "4<sup>th</sup> period"

Page 678, 5<sup>th</sup> paragraph, 5<sup>th</sup> line, change to read: "...Based on the input..."

Page 680, 5<sup>th</sup> paragraph, last sentence, change "Grabel" to "Gravel"

The motion passed.

Phyllis Thomas signed the manifest.

**MANIFEST  
APPROVAL**

Janet Gaynor presented an update regarding the Amherst Soccer Club agreement. Janet reported during the last meeting with Steve Spaulding, Steve proposed a lesser amount for SHS, as, in his opinion, ASC has made significant contributions at the school, to which John Rizzi had requested Steve produce a documented list of

**BUSINESS AND  
INSTRUCTION  
Amherst Soccer Club  
Update**

contributed items/services. Steve presented the list and both Janet and John Rizzi were not inclined to change their position in making a recommendation that the Board not accept the proposal to pay more money than what the contract states, and informed Steve their recommendation is not to approve his offer.

John Rizzi and Janet Gaynor will contact Attorney Bradley regarding the itemized list and come back to the Board with a recommended resolution.

The regular Board Meeting recessed for the Public Meeting at 6:02 p.m.

The regular Board Meeting reconvened at 6:52 p.m.

The Board discussed expenditure of funds for the fitness center/storage facility. If the intent is to have the matter voted on in March 2006, Howard Colter recommended the Board have a concept design available for the vote; if the Board does not feel it is proper to spend the money from the Annex account, the funds would have to be expended from the operating budget.

**Expending Funds for  
the Fitness Center/  
Storage Facility**

Janet Gaynor added Ted Hall had worked with the architect prior to leaving and the district has received a \$3,700.00 invoice on the concept for a 2-story building, to which Howard reported he has spoken with the architect. The architect intends to work on a new proposed design to the point of producing a concept and supporting the project proposal for public hearing—the amount agreed upon to do this is not to exceed \$10,000 and would include the previously invoiced amount of \$3,700.00.

John Walsh questioned the status of year-to-date figures, to which Susan noted the district was doing good, but projected high costs for electricity and heat.

There was additional discussion regarding the verbiage of the 2001 warrant article and Jeanne Ludt noted the warrant specified “to expand the high school” on the ballot. Jeanne read the warrant article as written.

Steve Coughlan asked Susan Ward and Scott Prescott to review the possibility of funding \$10,000 from the operating budget for the architectural design and assess the impact of doing so, and then provide results to the Board at the next meeting.

Jan Phelps requested Susan present an assessment of the increased energy costs and Jeanne Ludt requested an assessment on the legal fees budgetary line item.

Jeanne Ludt reported Community Council held a retreat on September 26<sup>th</sup> at the Lutheran Church. Several proposals were discussed including the 15-minute rule, which allows students to leave a classroom if there is no teacher or explanation why a teacher is not present. A committee is working on an amendment for procedures to the 15-minute rule. There is also a committee addressing the timely return of assignments [from teachers to students], to which Ted Houlihan reported this item has been forwarded to the Faculty Senate. Jeanne noted there was one other proposal, but could not remember the specifics of it.

**COMMUNITY COUNCIL**

The Board discussed its role in the student suspension process. Howard encouraged the Board to look at school policy and see if there is an issue against the policy. Upon determination, the Board must assess what the appropriate recommended consequence or discipline should be. If a student is not disciplined according to policy, it is confusing for other students and disheartening to faculty.

**BUSINESS AND INSTRUCTION  
Discussion Re: School Boards Role in the Suspension Process**

There was additional discussion regarding the Board option to act or impose stiffer or lesser disciplinary actions.

Scott Prescott reviewed the recommended modifications for Part-Time and Substitute Employees Policy (GCG), to which Howard reported he fully supported the recommendation and noted a long-term substitute, with full responsibility of lesson plan and teaching plan, should be placed at the minimum base salary.

**PERSONNEL  
Substitute Policy Modification – 1<sup>st</sup> Reading**

Steve Coughlan noted if the Board approved the policy, it would have to be reviewed by the PPC. The Board agreed this was a 1<sup>st</sup> reading and will ask the PPC to put it on their next agenda.

The Board reviewed an extended leave request. Howard noted the federal law, under FMLA, allowed for an unpaid leave up to 12 weeks, and noted this request is for an additional 4 weeks; in that 4-week period, the teacher would be responsible for health insurance. Howard noted paid leave, under FMLA, is up to 6 weeks and school policy, for paid leave, and is 8 weeks. It was noted the teacher also receives a stipend for NEASC and that it should be adjusted accordingly.

**Approval of Extended Leave Request**

Howard Colter recommended a 4-week unpaid leave of absence for Kris Gallo, which goes beyond the FMLA 12-week allowance, and nominated Carolyn Swift as a long-term substitute at a Bachelors degree base pay.

Steve Coughlan moved, and Phyllis Thomas seconded, to approve the Superintendent's recommendation, as presented. All Board Members voted in favor of the motion. The motion passed.

Scott Prescott reported on highlights at SHS and noted the speed bumps are in. Scott recognized Bruce Wasson for his efforts in taking over coordination of the grounds work; Scott recognized Marsha Arndt for her pre-conference work for AP Spanish and also recognized John Smith, SRO, and John Young, Assistant to the Dean of Students, for their efforts in enhancing the emergency safety program. Scott reported the assembly with Ross Szabo was a success. The assembly focused on mental illness and presented information on what students should share and how to get help. Sixty students addressed concerns with guidance counselors. Scott also noted Ann Ashworth, from NEASC, met with several groups for an evaluation piece—there will be more to follow. The Senior hike and PSATs are scheduled for the same day, which should minimize scheduling conflicts. Scott reported Fangfest is underway and recognized the Community Council for a great job. The theme is SHARE (Souhegan Honors All Relief Efforts) and there will be an assembly at 12:30 p.m. on Friday, October 7<sup>th</sup>. There are two National Merit Semi-Finalists, Caroline Morley and Shannon Stone. Scott also noted he would talk to the Social Studies Department Head regarding the federal requirements for recognizing the Constitution, which is mandated for on or about September 17<sup>th</sup>. It was agreed the School Board/Faculty meeting would be held on November 30<sup>th</sup> at 2:45 p.m. Scott suggested the Board contact Colleen Meaney regarding any questions or input.

## **ADMINISTRATOR'S REPORT**

Janet Gaynor moved, John Rizzi seconded, to go into non-public session under the provisions of RSA 91-A:2,I.(b). By a roll call vote, all members voted in favor: Jeanne Ludt-yes, John Rizzi-yes, Jan Phelps-yes, John Walsh-yes, Steve Coughlan-yes, Janet Gaynor-yes, and Phyllis Thomas-yes. The Board went into non-public session at 8:00 p.m.

## **NON-PUBLIC SESSION**

The Board discussed negotiations.

Janet Gaynor moved, Steve Coughlan seconded, to come out of non-public session. By a roll call vote, all members voted in favor: Jeanne Ludt-yes, John Rizzi-yes, Jan Phelps-yes, John Walsh-yes,

Steve Coughlan-yes, Janet Gaynor-yes, and Phyllis Thomas-yes. The Board came at out non-public session at 8:22 p.m.

The Board reviewed March 2002 articles that established a Supplemental Building Revenue Fund (Article 5) and Co-Curricular Revolving Fund (Article 6). Susan Ward reported there was approximately \$3,000.00 in the Supplemental Building Fund. There was further discussion regarding the co-curricular fund, which was established for the purposes of co-curricular activities, and Scott agreed to discuss this with Rhonda Donaldson.

**OTHER  
Funds**

Howard Colter reported he and John Walsh had attended a meeting at Milford High School regarding the Applied Technology program. Howard noted it was a very impressive opportunity offered to SHS students, and encouraged parents and students to review the center and program. There was a suggestion that 8<sup>th</sup> graders be invited to attend the Center with their parents.

**Milford Applied  
Technology Center**

Janet Gaynor distributed a construction letter of intent, proposed for the SHS Fitness/Storage Center from Fulcrum Associates, to which Howard reported they have offered to do some preliminary work on an hourly basis.

John Rizzi noted he would be meeting with the SAU-wide interview team regarding the Director of Grounds and Maintenance position and asked the Board for input regarding the position. Some Board Members preferred option #4, as submitted in John Rizzi's email, and other Board Members expressed they had complete trust in John's judgment regarding the best option for SHS.

**Replacement of  
Grounds and  
Maintenance Director**

Susan Ward noted there would be a concern over fixed asset allocations if districts were to go their separate ways on grounds and maintenance. The Board discussed the SAU-wide culture and desire for shared resources, to which Phyllis Thomas noted she planned to attend an ASD and Mont Vernon School Board meeting, as one school board goal, that is designated to her, is to foster collaboration within the district.

Steve Coughlan moved to adjourn. Janet Gaynor seconded. All Board Members voted in favor of the motion. The meeting adjourned at 8:58 p.m.

**ADJOURNMENT**