

MINUTES
SOUHEGAN COOPERATIVE SCHOOL BOARD
December 15, 2005
Souhegan High School - Room A222

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Chairperson Steve Coughlan called the meeting to order at 6:04 p.m. **CALL TO ORDER**

Present:

ATTENDANCE

Souhegan Cooperative School Board: John Walsh, Jeanne Ludt, Jan Phelps, Phyllis Thomas, John Rizzi, Janet Gaynor, and Steve Coughlan

Administrative Team: Howard Colter, Scott Prescott, Kathy Skoglund, Susan Ward, and Colleen Meaney

Finance Advisory Committee: Art Faint

Minutes Recorder: Terri Connolly

Steve Coughlan invited comments from the public, but none were forthcoming. **PUBLIC TIME**

Janet Gaynor distributed copies of the final floor plan and total project costs for the Wellness Facility. Total project costs are estimated to be \$565,468.00 (approximate), with total funding resources to be estimated at \$567,200.00 (approximate). John Rizzi reported the design and cost projections were complete; the next step is the warrant article. John noted his enthusiasm for the project was primarily due to the outside contribution and fund raising efforts (which is estimated to equate to approximately 25% of the costs). John added it is incumbent upon the Board to identify deficiencies at SHS and offer solutions to remedy them. The recent data that indicates 35% of incoming Freshmen are in jeopardy of obesity and 67% could not pass a physical best test represents a need. State material funds may soon go away and the other districts do not have any building proposals this year. All of these factors contribute to the fact that this is the right time for this project. **WELLNESS FACILITY UPDATE**

Janet Gaynor noted the estimated and approximate cost impact, per average \$300,000 house in Amherst, is \$50.00. Steve Coughlan questioned if the wellness curriculum would change to address the concerns of the wellness report, to which Janet Gaynor reported Mike Belliveau has put together a plan to adapt the wellness schedule in order to address those concerns. Scott Prescott reviewed the proposed plan and schedule.

Jan Phelps noted the schedule offered an open fitness from 3:00 to

9:00 p.m. and questioned if the proposed time would be for community use, to which Scott noted there was no determination yet. Janet Gaynor reported she had met with the Recreation Commission Director who indicated that during her interview process, the interviewing team had requested there be more activities for adult community members. Janet noted the Wellness Center must serve SHS needs first.

Howard Colter noted the facility would help achieve the goal of addressing health concerns. If the facility is not built the challenge of addressing those needs becomes increasing more difficult. The facility is not the solution, but without it, the task becomes much more difficult in promoting a good health practice.

John Walsh questioned if there had been an assessment on overhead costs regarding personnel, health, and electricity, to which Janet Gaynor noted the facility would not require additional staff (there is a stipend to staff and monitor the current classes that go to 6:00 p.m.). If the facility is opened to the public, there may be a nominal fee charged to cover staffing [to 9:00 p.m.] or the expense could be shared with the Recreation Commission.

Jeanne Ludt noted the equipment service contract is approximately \$800.00 per year. The service provider maintains the equipment on a monthly basis (this includes cleaning and repair). There was a question as to whether the facility would be a standalone unit and be closed off, to which Scott Prescott noted the plan is to have the facility be a self-contained unit.

There was additional discussion regarding private fund raising efforts. Dan Roberts, a parent volunteer, reported the community fundraising goal is \$100,000 - \$125,000. Dan distributed a SHS Wellness Fitness Facility Funding Plan, which highlighted a program for Naming Rights and Station Sponsorships. Dan reported there would also be an annual and renewable fundraising effort of \$15,000 to sustain equipment.

Jeanne noted a public forum will be scheduled and Dr. Susan Lynch would be invited to attend as the keynote speaker. Susan Carr would also be speaking on the topics of health and nutrition. The timeframe for the public forum is February 2006.

Steve questioned if the cost estimates include equipment, to which Janet Gaynor reported the estimates did not include equipment. Some hard construction items were projected to be higher than originally anticipated—in order to keep project costs down, the

equipment was taken out of the estimates. The Committee has received three bids for equipment. The lowest bid came in at approximately \$47,000. The Committee is hopeful the Bean Grant will provide \$20,000 toward equipment costs with the remaining monies coming from community fundraising efforts. It was also noted the project contingency amount is \$10,000.00.

Steve noted the price would provide a facility with current equipment and questioned if the facility would be scheduled to open the first day of school [for next year], to which Jeff Lutter, from Fulcrum Associates, reported the project is estimated to be complete within 10-12 weeks after ground breaking.

There was a question regarding the possibility of starting construction before school gets out (if the warrant passes in March), to which Howard reported many construction projects are started while school is in session. His concerns would be air quality, noise factors, and safety—all of these factors can be worked out with the General Contractor.

Steve noted a draft of the warrant article was needed and it was agreed the lawyer would draft both articles (expending Annex building funds and the additional monies required for the project). Art Faint questioned what would happen to the Annex Building Fund monies if the warrant did not pass, to which Jeanne Ludt reported the balance amount would be allocated to a building maintenance fund.

The Board conducted a straw poll and all were in favor of moving to the next phase and having warrant articles for the March voting date.

Jeanne Ludt reported the semi-formal was successful, as the event had a large turnout and made approximately \$4,000.00. Community Council is working on an Academic Honesty policy; the policy will be addressed at the upcoming Monday night meeting. The Council received faculty feedback regarding the Timely Return of Assignments initiative. The faculty is not thrilled about imposed time constraints, to which Scott reported the faculty wants to provide meaningful feedback, which requires 15-20 minutes per student. There is some concern that time constraints will create tension in getting rushed feedback or establishing a written date and not meeting it. The suggestion is to address faculty members who do not have timely return parameters instead of imposing deadlines on all faculty members. The Council will discuss this matter some more.

**COMMUNITY
COUNCIL**

Phyllis Thomas signed the manifest.

**MANIFEST
APPROVAL**

Scott reported the school concert would be held tonight at 7:30 p.m.; Holiday advisory activities are underway; a WinterCession informational meeting was held on Tuesday at 7:00 a.m.; a Souhegan student was interviewed on NPR regarding the Supreme Court case on parental notification for abortion; Healthy Connections finished up for the winter; the financial aid night was held and fairly well attended; PSAT results are in and counselors are meeting with students regarding the results; the Administration has met with winter sport coaching nominees; the School Nurse, Denise Raymond, has a very high workload. Scott did research on State guidelines for student to school nurse ratios, and the recommended ratio is 750:1. Scott is looking at available money for part-time certified support, to which Howard Colter noted his support for the part-time position. Howard added it takes time to properly administer medication and to accurately record information.

**ADMINISTRATOR'S
REPORT**

Colleen Meaney reported she has asked the Guidance Director for a list of lowest PSAT-score performers in corresponding subject areas. The list will be shared with subject matter teachers as a heads up in administering extra help or attention. Jeanne Ludt questioned if there was a formal program for lower performing students in terms of getting extra help, to which Colleen noted there is not a pull-out program, but all students can get support and after-school help.

Jeanne Ludt reported there is a new math lab and suggested parents be made aware of the math lab.

**BUSINESS &
INSTRUCTION
Status of Principal
Search**

Howard Colter reported he had discussed the Principal position with Scott. Scott wishes to remain on as Principal, if supported by the Board. Howard also reported SHS is not obligated to post the vacancy. Scott suggested talking to the faculty and staff with regard to Scott remaining the position and getting their feedback. Howard has asked to have a meeting with the faculty and staff before January 5th.

There was additional discussion regarding the Board meeting with Scott to discuss the position and expectations. Steve Coughlan suggested a process whereby the position would not be posted or

advertised and Howard would meet with faculty before January 5th. The Board will meet with Scott, in a non-public session, to discuss his aspirations and the Boards' aspirations. Howard added the impact leaves a vacancy in a Dean of Faculty position and suggested the position should be opened up in terms of beginning the search process for internal candidates. Janet Gaynor challenged the Board to be cognizant of Scott's family life and have him out of here [Board Meetings] at a decent hour.

Kathy Skoglund distributed copies of the Special Education Draft Budget for FY'07. Kathy reviewed the budget items and noted there are no anticipated staffing increases, and most significant increases are due to NOVEL program requirements.

Work on FY'07 Budget

- **Special Education**

The Board agreed to conduct a joint meeting, with the Finance Advisory Committee, on December 20, 2005 at 6:00 – 8:00 p.m. in the Information Center.

John Walsh questioned if Susan could provide a gross budget based upon the budget items and amounts presented to date. There was additional discussion regarding how best to accomplish the gross budgeting request, to which Art Faint suggested a presentation of Actual vs. Gross and Offsets and Proposed columns. The Board agreed that would be best way to pursue the matter.

- **Gross Budget Discussion**

Susan distributed chart graphs (Pareto and pie charts) of the FY'07 budget proposal, depicting dollar increases by function and percentage increases by function. The Board thanked Susan for this effort and noted the graphs will be helpful at the Deliberative Session.

The Board briefly discussed the process used last year in creating the communication to the public for deliberative session. Jan Phelps noted the materials needed to be in Word format, which would allow the Board to change items immediately and without much effort. Howard noted he would check with Karen regarding the format.

Communications to the Public for Deliberative Session and March 2006 Official Ballot Voting

John Walsh moved, Jan Phelps seconded, to go into non-public session under the provisions of RSA 91-A:II,2-Negotiations. By a roll call vote, all members voted in favor: Janet Gaynor-yes, Jeanne Ludt-yes, John Rizzi-yes, Jan Phelps-yes, John Walsh-yes, Steve Coughlan-yes, and Phyllis Thomas-yes. The Board went into non-public session at 8:48 p.m.

NON – PUBLIC SESSION

The Board discussed negotiations.

John Walsh moved, Jan Phelps seconded, to come out of non-public session. By a roll call vote, all members voted in favor: Janet Gaynor-yes, Jeanne Ludt-yes, John Rizzi-yes, Jan Phelps-yes, John Walsh-yes, Steve Coughlan-yes, and Phyllis Thomas-yes. The Board came out of non-public session at 9:12 p.m.

Jan Phelps moved to adjourn. Phyllis Thomas seconded. All Board Members voted in favor of the motion. The meeting adjourned at 9:12 p.m. **ADJOURNMENT**