

MINUTES
SOUHEGAN COOPERATIVE SCHOOL BOARD
April 6, 2006
Souhegan High School – Info Center

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Chairperson Steve Coughlan called the meeting to order at 6:22 p.m. **CALL TO ORDER**

Present: **ATTENDANCE**
Souhegan Cooperative School Board: Janet Gaynor, Jeanne Ludt, Phyllis Thomas, John Rizzi, and Steve Coughlan
Administrative Team: Howard Colter, Scott Prescott, Susan Ward, and Colleen Meaney
Minutes Recorder: Terri Connolly (left at 8:03 p.m.)

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

Jeanne Ludt reported students are putting together a comprehensive plan to educate parents, students, staff and faculty on the use of cameras as a measure to prevent thefts at SCHS. There has been some discussion in the classrooms regarding the use of cameras; there will also be discussions in advisories and at the upcoming state-of-the community day. Community Council plans on gathering feedback and is planning on voting on the matter by mid-May. Community Council plans to issue a recommendation to the board following the May vote. **COMMUNITY COUNCIL**

Mike Belliveau is requesting funds to replace the volleyball playing area and to place it behind the Annex. Community Council will vote on this request next Monday.

Phyllis Thomas reported there was no manifest this week as it was done last week. **MANIFEST**

Scott Prescott presented an administrator's report on current events at SCHS and noted a recommendation will be brought to the board in May for the Dean of Faculty position; there are two other open positions, including an Administrative Assistant position (to replace Sally Groves) and English department position. Scott reported the school schedule is under review and a poll will be distributed to students with regard to what is working well and what is not. An open committee is conducting the review so board members are welcome to participate. Scott noted the play was held and was fabulous; teacher assignments are currently being reviewed **ADMINISTRATORS' REPORT**

and developed; WinterCession went very well with several positive comments from community members; there is a Senior project focused on sleep deprivation and the sleep cycle based upon school start times and schedules, which Scott would like the board to review.

Colleen Meaney reported on a recent meeting she had with area mothers regarding the Honors Challenge program; Colleen noted SCHS has recently addressed this with the staff and is pursuing this type of program, to which Howard suggested moving forward in gaining some direction by having students provide feedback to teachers and implementing course adjustments where necessary. Colleen noted there are monies available in the Souhegan Academy Fund to formalize tools designed for this type of educational program.

Jeanne Ludt questioned what the process is in allowing prospective residents to tour SCHS, to which Scott noted it was open tour policy and process at SCHS.

**BUSINESS &
INSTRUCTION
School Calendar
2006-07**

Howard noted the calendar is not ready for board approval yet, as it being reviewed by the staff and faculty and should be ready by the next board meeting.

Staff Nominations

The board reviewed the SCHS professional staff nominations with Howard noting that proper evaluations of staff members have been conducted and all nominated staff members meet the requirements of the faculty positions.

Howard Colter nominated the slate of teachers for board approval.

Janet Gaynor moved to accept the Superintendent's nominations, as presented. Phyllis Thomas seconded the motion. All board members in favor of the motion. The motion passed.

The board discussed a permanent part-time nurse position. Howard noted the position is budgeted this year, but an adjustment would have to be made to the budget next year. Howard added he was concerned the candidate may not pursue the job if there was not some future to it. Scott noted he would review the budget for full funding as the school year and position goes forward. Scott noted the position is required to meet student needs and there may be some money in staff accounts with end-of-year adjustments. The estimated staffing cost for this position is approximately \$14,000 annually and it was noted the position is not eligible for benefits.

Steve Coughlan questioned how the budget looked for this year, to which Susan Ward noted the budget looks good, and projections are better in the areas of electricity and heat. Susan added she cannot project a surplus, but would have a better estimate at the next meeting.

Scott added the school is out of compliance with the recommended state guidelines for students-to-nurse ratio and strongly supports the position, to which Steve added the board cannot commit to an additional \$14,000 in the budget, but can commit to having more money around to accommodate the salary for a part-time nurse position.

Howard Colter nominated Kathleen Early for the position of part-time nurse at SCHS, effective Monday, April 10, 2006.

Phyllis Thomas moved to accept the Superintendent's nomination. Janet Gaynor seconded the motion. All board members voted in favor of the motion. The motion passed.

Howard requested a point of clarification in that the board motion supports a contract for the upcoming 2006-07 school year, to which the board agreed that was the intent of the motion.

It was agreed the board would discuss board goals at the next meeting. Janet Gaynor reported the NH School Board Association provides a resource entitled *Becoming a Better School Board Member*. There was a discussion as to who would like a copy of the book. It was agreed that Janet Gaynor, Steve Coughlan, and Phyllis Thomas will receive a copy and John Rizzi added he would look at Steve Coughlan's copy. Howard noted there was a line item in the budget for these expenses and the bill should be submitted to the SAU.

Board Goal Review

Janet Gaynor reported she had nominated the SCHS Board for 2006 School Board of the Year Award. The board accepted the nomination.

The board reviewed a letter from Amherst resident, Annette Sprague. The letter indicated the Sprague family may possibly move out of Amherst and, if so, requested the board consider a reduced tuition fee for her daughter, Alex Sprague, to attend SCHS for the next two years. Ms. Sprague requested the tuition be at the reduced tuition rate for faculty. Ms. Sprague was recently employed within the ASD.

Request for Reduced Tuition Fees for Non-Resident Students

The board discussed the request.

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Janet Gaynor moved, John Rizzi seconded, to go into non-public session under the provisions of RSA 91-A:3,II(c). By a roll call vote, all members voted in favor: Gaynor-yes, Ludt-yes, Coughlan-yes, Thomas-yes, and Rizzi-yes. The Board went into non-public session at 7:15 p.m.

**NON-PUBLIC
SESSION**

John Rizzi moved, Phyllis Thomas seconded, to come out of non-public session. By a roll call vote, all members voted in favor: Gaynor-yes, Ludt-yes, Coughlan-yes, Thomas-yes, and Rizzi-yes. The Board came out of non-public session at 7:22 p.m.

Janet Gaynor moved the board grant Annette Sprague's request to receive a reduced tuition rate for a non-resident student, as presented in letter of request, and cited the board approval was based on the following reasons:

Mrs. Sprague was an employee of the Amherst school district and was forced to leave for reasons beyond her control. Her daughter, Alex, has attended all school years within the district and would like to continue for the remainder of her high school years.

Steve Coughlan added those are good reasons and added Amherst is a small town and it is good to be compassionate with our neighbors.

Jeanne Ludt added the SCHS board makes decisions in the best interest of its students and students should have continuity especially during high school, to which Janet Gaynor added the child should always come first. Phyllis Thomas added it is the right thing to do.

All board members voted unanimously in favor of the motion. The motion passed.

Steve Coughlan reported the appointment of the clerk and treasurer should have been done at the organizational meeting. Steve questioned if the board would like to advertise the positions or ask the incumbents, Ann Logan as Treasurer and Lyn Jennings as Clerk, if they would consider a reappointment in their respective positions.

**Process of Appointing
Clerk and Treasurer**

The board agreed to contact the incumbents for reappointment. Steve thanked Karen Reed for reminding the board of this matter.

**Discussion on
Improving
Board/Administrator
Process and
Communications**

Steve Coughlan noted Dr. Mark Joyce had facilitated a discussion regarding improving board/administrator processes during the last SAU-board meeting on March 21, 2006. Steve reported he has received notes from that session and there are 13 issues/challenges related to operations. One issue noted was the lack of consistency in how boards approach tasks.

Phyllis Thomas added there are items that can be processed more efficiently. Phyllis offered to meet with the SAU to review the manifest process, after the results of the audit are known, to brainstorm a better, more efficient process. Phyllis noted the ASD and MV board members have expressed interest in doing the manifest uniformly.

There were additional board/administrator process items discussed, to which Susan Ward added there should be a clear directive for tasks in terms of what are the overall goals and desired outcomes. The SAU and boards should question if items can be implemented uniformly. What reasonable steps and procedures could be implemented across the boards to meet goals. The board agreed it would be a beneficial for all board representatives to sit down and discuss goals.

Howard added getting input from the auditors is a good idea, as they may be able to provide some direction regarding efficiencies.

Susan also added it would be helpful to prioritize requests, as an item being requested may benefit all three districts—there should be a method established to discuss such requests at the SAU board meetings.

Jeanne Ludt noted the SCHS board was suppose to receive a copy of the NH Administrators Association's Facilities Study for the ASD, to which Susan noted she would get copies for the SCHS board members and have the information posted as well.

Susan added it would be helpful to funnel requests, from board members, through the school board chair, which would lend itself to getting more clarification of the item requested. Steve noted items can be added to the agenda and there will be a determined level of priority.

In terms of future items for the board and the role of the board, Howard noted he found it disturbing students have to pay for uniforms. He encouraged the board to think K-12, and to take on a

couple of issues and focus on those issues. He suggested the topic of a work session might be communications and added Dr. Joyce is willing and interested in facilitating additional meetings with the SAU-board and new superintendent.

There was additional discussion regarding how to proceed with this matter, with the board noting that it would be helpful to have representatives from other boards in a facilitated discussion. Scott added he would try to think of someone who would facilitate that work session. It was agreed Dr. Joyce will facilitate the work session in the summer and this would be a prelude to the summer session. Colleen noted it would good to conduct a work session now so Howard can provide input. Scott added the topic should be clear and participants should be encouraged to do some pre-thinking to get more mileage out of the work session.

Scott Prescott distributed a memo of understanding between Youth Venture, Inc and the United Way of Greater Nashua and SCHS. Scott summarized the program in that a \$1,000 is provided to a student to fund and participate in a community-service related activity. A stipend is available to champion the program, and funded through the United Way. Mike Fox is interest in championing this program.

Youth Venture Agreement

Jeanne Ludt moved to authorize Scott Prescott to enter into memorandum of understanding with Youth Venture, Inc. Phyllis Thomas seconded the motion. All board members voted in favor of the motion. The motion passed.

Scott Prescott reported there were too many interested parties and anticipated there would be no future interest in this item.

Donation of Field Refurbishment by Home Depot

It was agreed the wellness facility discussion would be on the agenda for the next meeting. The attorney will be invited to discuss what the next steps and future plans should be.

Wellness Facility Discussion

Jeanne Ludt added there are some outstanding issues regarding the wellness facility, including what to do with donations from parents, the Bean Foundation, and the Booster Club. It was noted there would be a survey to parents as to why they thought the warrant failed. Jeanne questioned if it would be acceptable to respond and communicate to those who have made donations, to which the board agreed that was acceptable.

The board questioned if there has been an increase in teacher use of personal days since the Utilization of the Teacher Personal Days Policy since the policy had been implemented, to which Scott reported the average number of personal days for staff is one day this year and added he is planning on running reports each trimester to review utilization.

**Substitute Teacher
Utilization for
Teacher Personal
Days**

Phyllis Thomas moved to accept the minutes of February 16, 2006 and John Rizzi. The minutes were accepted without amendment. The motion passed.

**APPROVAL OF
MINUTES OF
FEBRUARY 16, 2006**

Terri Connolly will contact Jan Phelps regarding the meeting minutes of March 16, 2006 and March 20, 2006 for future board approval.

It was noted the Wellness Policy has to be brought back to the Wellness Committee for review. The policy should be ready for the second board meeting in May.

**FUTURE AGENDA
ITEMS**

Scott Prescott reported there would be a temporary paraprofessional position open, beginning in May to the end of the year, to which Steve noted the board does not need to approve that position.

OTHER

Jeanne Ludt noted the Expendable Trust/Revolving Fund must be established for the co-curricular activity fees, to which Susan Ward reported she would follow up on the matter.

There was some discussion regarding the athletic program. It was noted that Bill Dod, SCHS Athletic Director, will be attending the May 18, 2006 board meeting and that the board should submit questions for Bill, regarding the athletic programs, to Scott Prescott. Howard added it might be worthwhile to have an annual report from the athletic director. Each May (or some time period) an athletic program report should be presented to the board. Howard suggested the board provide some input as to what information should be presented each year and then unique questions can be weaved into the report.

Janet Gaynor moved to adjourn. Phyllis Thomas seconded the motion. All board members voted in favor and the meeting adjourned at 9:05 p.m.

ADJOURNMENT