

**MINUTES**  
**SOUHEGAN COOPERATIVE SCHOOL BOARD**  
**May 18, 2006**  
**Souhegan High School – Annex Room 222**

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Chair Steve Coughlan called the meeting to order at 6:10 p.m.

**CALL TO ORDER**

Present:

**ATTENDANCE**

Souhegan Cooperative School Board: Steve Coughlan, Jeanne Ludt, John Rizzi, John Walsh, Phyllis Thomas, and Jan Phelps (arrived at 6:30 p.m.)

Administrative Team: Ted Houlihan, Susan Ward, and Colleen Meaney

Minutes Recorder: Terri Connolly (left at 9:10 p.m.)

Steve Coughlan asked if there were comments from the public, but none were forthcoming.

**PUBLIC TIME**

The manifest was signed.

**MANIFEST**

Ted Houlihan reported Michael Rogers is working on a Senior Project that involves the demolition of a model bridge. The Fire Department approves the project if someone 21 or older ignites the explosive device (the device will be similar to a firecracker and will be ignited by a science teacher). The Fire Department must have authorized approval from property owners [school board] in the form of written correspondence to the Fire Department. It was also requested that Susan Ward check with the insurance company regarding the request.

**ADMINISTRATORS’  
REPORTS**

John Walsh moved to authorize Superintendent Colter to write a letter of authorization to ignite sub-awesome explosives for the Senior Project and the letter would be sent to Chief DiSilva and Matt Connelly, the Town Fire Inspector. Phyllis Thomas seconded the motion. All board members voted in favor of the motion. The motion passed.

It was noted that SCSO does not own the land, but leases it from the Amherst School District. ASD Board Chair Dwight Brew noted that although he could not speak on behalf of the ASD board, the request was for educational purposes and he would be comfortable with a letter of authorization that passes the fire department requirements.

The motion passed.

Colleen Meaney reported the Youth Risk Behavior Survey Forum was held last week with approximately 40 people in attendance; those in attendance participated in formulating an action plan in which additional information will be forthcoming. Jeanne Ludt requested the school board be notified of results prior to publication in local newspapers.

Colleen noted the career growth presentations were going great with additional presentations scheduled for the week of May 31<sup>st</sup>; Senior Projects are underway and the process is going well; athletic awards will be held tonight; academic awards will be held on June 2<sup>nd</sup> from 7:45 a.m. to 9:30 a.m., and Run for Hope will be held that same day; Scholarship Night is schedule for June 13<sup>th</sup>; the staff is forming a Scheduling Committee, which will be established for staff purposes, and Colleen welcomed board participation. Colleen noted Scott Prescott had received a request for use of the stadium field from the Southern NH Beavers of the New England Football League. The team plays 10 home games and the league does have insurance. The current fee is \$300.00 per usage. There was additional discussion about the field rentals and a question as to the use of loudspeaker systems on the weekends. Colleen noted she thought the team plays on Saturdays. Jeanne Ludt added the board should have a conversation about increasing fees and it was noted that the current fees might not even cover the maintenance of the field. It was agreed the field maintenance costs should be discussed with Jim Miner.

John Rizzi questioned how this program ties in with the Amherst Recreation Commission, as SCHS fields are in a pool for their use and scheduled, after school use, by the Recreation Commission. The board agreed Scott could talk about the opportunity with the league, but not to commit to anything until the board reviews the Recreation Commission matter. It was agreed the Recreation Department should be made aware of the request.

Doug McAllister presented information regarding the set up of an educational channel through the local cable network. Doug noted the town set up local access channels for government, educational and public access. It was also noted the channel can be shared with Mont Vernon, as it would be a matter of the Mont Vernon board requesting the channel be turned on. Doug briefly reviewed the video production equipment needed to record and playback board meetings and some of the equipment needed for live broadcasting.

It was questioned if the board could use the town equipment, to

**BUSINESS &  
INSTRUCTION**  
**Discussion on  
Feasibility of  
Educational Channel  
on Local Cable**

which Doug noted for playback purposes, there would be no problem as long as there are no issues with scheduling and the meetings must be televised live from town hall.

Steve noted this matter had been presented and discussed last year and the board agreed to allocate some monies from Annex surplus, if available. Steve requested to get a sense from the board on whether this endeavor was worth investigating further, even if it is not in the short term. There is also a possibility of coordinating and funding the item with the Amherst School District.

Dwight Brew noted he would like to receive approximate equipment and production costs before taking a position on the matter. There was a question as to the amount the town spent on their equipment, to which Doug reported the town spent approximately \$20,000 to \$30,000.00 with annual expenses of \$1,500.00.

The board briefly discussed the benefits of using televised meetings as a potential to reach the community in the areas of Senior Projects, Wellness initiatives, budget, etc. The board conducted a straw poll and it was agreed the matter should be looked into further and that Steve Coughlan would meet with Dwight Brew and Doug McAllister to discuss the options and costs.

Colleen Meaney continued with the administration reports and noted the school supported seeking a state waiver for flood days. It was noted the SAU has reasons for a waiver and the application should be submitted on behalf of the SAU. With regard to SCHS, there are a various year-end activities and events (with the exception of graduation) that would be impacted. Susan Ward added the DOE has issued a blanket waiver, but a request needs to be submitted; several schools have applied and no school has been denied.

**ADMINISTRATORS'  
REPORTS**

John Walsh moved the board request Superintendent Colter to request a waiver for two flood days and accept the waiver, if received. Jan Phelps seconded the motion.

Susan Ward noted there might be an impact on contract employees. There was additional discussion that if the two days were waived, the days should be used for professional development of staff.

The motion passed.

The board reviewed the PPC Proposal for Teachers with Five Classes. The proposal requested an additional 10% for teachers who do not have advisories but conduct a 5<sup>th</sup> class. It was noted the number of teachers teaching five year long courses varies from year to year, but that number is known in advance of budget preparations for the upcoming year.

**PPC Proposal for  
Teachers with 5  
Classes**

There was a discussion regarding the additional responsibility associated with an extra class in terms of preparation and grading demands. There was additional discussion regarding the justification for the 10% and the board discussed the possibility of reviewing the formula used to determine a reasonable amount.

The board noted the concept was rational, but justification for the 10% was needed. The board also acknowledged great appreciation to those who take the initiative to teach a 5<sup>th</sup> class, however, the budget does not include this item for the upcoming year. The board agreed to look at the request in the mid-September timeframe for a decision to be made for the FY'07-08 budget.

Colleen Meaney congratulated Alex McGuire on her position as new moderator for Community Council. Alex reported Community Council elections were held and the new school board representative is Brittany Daniels with Frank Cinque as the alternate. The Council hosted visitors from John Stark High School. The Council also discussed Jeanne Ludt's request, to which Jeanne noted she would likely withdraw her request to delay the camera proposal vote. Jeanne noted the request had been submitted because Community Council had gathered information, but had not visited schools and the issue was not being looked at from different angles—her request suggested more time might be needed and not to rush a vote on the proposal. Since then, there has been more discussion with recommendations of increased personal responsibility. Jeanne added it may be wiser to let the process move forward with a vote, as most of the students and 90% of teachers are against the camera proposal.

**COMMUNITY  
COUNCIL**

John Walsh moved to accept public funds from the Amherst Soccer Club in the amount of \$13,220.00. John Rizzi seconded the motion. All board members voted in favor the motion. The motion passed.

**BUSINESS &  
INSTRUCTION  
Acceptance of Public  
Funds (Amherst  
Soccer Club)**

John Walsh moved to appoint Lisa Ambrosio as Clerk for the Souhegan School District for FY'2006-2007. Jan Phelps seconded the motion. All board members voted in favor of the motion. The motion passed.

**Appointment of Clerk**

Susan Ward presented a summary of SCS D Year-to-Date FY'06 results. Susan reported a review was performed of accounts with deficit balances based on input and discussions with the principal and department heads. Susan also noted a transfer for \$6,200.00 was needed to realign the budget with expenditures in the areas of SPED. The IDEA grant approval has been received from the State and \$104,800 of additional expenditure transfers will be made of the general fund. The finance department continues to monitor accounts for positive variances in an effort to determine areas for potential budget transfers. There also appears there will be a positive variance in electricity and heating accounts as well as a surplus in employee benefits, largely due to projected health insurance costs.

**FY'06 Budget Update**

Jeanne Ludt questioned if the district should receive reimbursements from the State for all SCHS students who attend a bon-a-fide drivers education course. Susan Ward noted she would look into the matter and the board agreed the drivers education bid should be reviewed with a request for a multiple year contract.

Susan projected a \$146,000 year-end surplus, which led to a brief discussion on the amount used for pre-purchasing and a return to taxpayers. It was agreed that Scott and the administration team should look for pre-buying opportunities in the \$60,000 range, to which Jeanne added the administration could look at athletic equipment such as supplies (e.g., balls and uniforms) and Phyllis Thomas and Jan Phelps both noted there could be some monies used in the technology area since that item took a big hit during budget cuts.

Susan Ward nominated Sarah (Sally) Varanka for the position of Administrative Assistant to the Principal for a contract beginning July 1, 2006 through June 30, 2007.

**PERSONNEL**

Phyllis Thomas moved to accept Susan's nomination. Jeanne Ludt seconded the motion. All board members voted in favor of the motion. The motion passed.

Susan Ward presented a slate of support staff. Susan noted there was one new employee listed who would be transferring with an

Amherst Middle School student and that position will be held for nomination at the next meeting.

John Walsh moved to accept the slate of support staff for 2006-2007. Phyllis Thomas seconded the motion. All board members vote in favor of the motion. The motion passed.

Susan Ward nominated Sean Whelan for the position of English Teacher with a contract beginning August 21, 2006 through June 30, 2007.

John Walsh moved to accept Susan's recommendation. Phyllis Thomas seconded the motion. All board members voted in favor of the motion. The motion passed.

Steve Coughlan distributed materials regarding the June 14<sup>th</sup> dialogue meeting between staff and the board. Steve proposed a discussion be on the implementation of the CES Principles and Mission Statement effectiveness. Steve noted he would review testing measurements to see if there have been any changes or significant increases since implementation.

**Planning for June 14  
Dialogue Between  
Board and Staff**

Steve also proposed a question on parental behaviors antithetical to behaviors taught and modeled at school in terms of covering for infractions or improper parental interference with athletic judgments. The board discussed this option and agreed the sphere of influence was not relevant and added such a discussion should be centered on academic interference and, in particular, with emails that teachers receive that are accusatory and not framed as an inquiry.

The board discussed having a dialogue about an identified topic. Jeanne Ludt suggested a topic be centered on advisory and its effectiveness: Do teachers and students understand advisory? Is it an effective tool or use of time? Does the SCHS community value advisory? Do teachers know how to do advisory? Are there accountability issues?

There were other alternative topics suggested including a connection between what is being taught and real-life application (are the materials relevant?). It was also suggested the orientation of the meeting be designed around future goals.

The board agreed to defer the wellness discussion until the next meeting. Jeanne questioned if the board would be comfortable with having a committee, mainly comprised of the Wellness Committee members, review the matter more in-depth and to evaluate the matter

**Wellness Strategy for  
Going Forward**

and subject as a whole. The board agreed to do so.

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John Walsh moved to accept the minutes of May 4, 2006 and Jan Phelps seconded the motion. The minutes were accepted with the following amendments:

**APPROVAL OF  
MAY 4, 2006  
MINUTES**

Page 762, under Public Time, 1<sup>st</sup> line, change Parrott to Parrett

Page 762, under Manifest, change to read: The manifest was signed.

Page 764, under Non Public Session, change John Rizzi to John Walsh

Page 764, 9<sup>th</sup> paragraph, change to read "...recommended the board approve Kristen Gallo for the Dean of Faculty position at a salary of..."

The motion passed.

Steve Coughlan announced the Amherst board members would go into non-public session to discuss scholarships. The Mont Vernon board members left at 9:10 p.m.

Upon a motion by Phyllis Thomas, seconded by Jeanne Ludt, the Board voted unanimously to go into non-public session at 9:15.

**NON-PUBLIC  
SESSION**

Phyllis Thomas moved, Jeanne Ludt seconded, to come out of non-public session at 9:35.

Phyllis Thomas moved to seal the minutes until June 14, 2006. Jeanne Ludt seconded the motion. Board members voted unanimously in favor of the motion. The motion passed.

Jeanne Ludt moved to adjourn. Phyllis Thomas seconded the motion. All board members voted in favor and the meeting adjourned at 9:36 p.m.

**ADJOURNMENT**