

**MINUTES**  
**SOUHEGAN COOPERATIVE SCHOOL BOARD**  
**June 15, 2006**  
**Souhegan High School – Annex Room 222**

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Chair Steve Coughlan called the meeting to order at 6:02 p.m.

**CALL TO ORDER**

Present:

**ATTENDANCE**

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

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

Minutes Recorder: Terri Connolly

Board Chair Steve Coughlan recognized the untimely death of former board member and Amherst State Legislative Representative, Lee Slocum. Steve commented on Mr. Slocum's service to the board and community; all in attendance stood in a moment of silence to honor Mr. Slocum.

**MOMENT OF  
SILENCE**

Marylyn Stahlmann, community member of Community Council, addressed the board concerning the recent camera proposal. Marylyn encouraged the board to consider the camera proposal as a security and safety measure for the school and not just as an answer to the theft problem. Marylyn referenced Columbine High School and noted there have been reports that deaths would have been minimized if there had been cameras within Columbine High School. Marylyn added that security cameras are everywhere and are a way of life and it should be that way for the school too. Marylyn noted there are several access points to SCHS and the school administration needs to identify who is coming and going in the schools. There are seven unlocked doors on campus and it would be reassuring to know the doors are being monitored. The board and administration are responsible for providing a safe learning environment. Marylyn noted that although she respects the Community Council decision, Community Council is not the final decision maker. Marylyn added she did not think the camera issue was thoroughly researched or investigated as there were no visits to the Amherst Middle School or other schools that have cameras. Marylyn proposed the formulation of a security or safety committee to research and address security and safety measures for the school. Marylyn added she is in favor of cameras, but is willing to research other security measures as part of this initiative.

**PUBLIC TIME**

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Alex McGuire presented an update on Community Council. Alex presented the process and procedures used by the Council in reviewing the camera proposal. The Council reviewed the original proposal as submitted by Regina Sullivan and John Smith. Alex also explained the process used by the Council to communicate and gather data for the proposal.

Alex noted a parent forum was held with 40 people in attendance at which time a discussion was conducted with Regina Sullivan, John Smith, Alex McGuire, Brittany Daniels, Shannon Stone, Scott Prescott, and AMS SRO Officer, Mike Knox. At the end of the evening and discussion time, a vote was taken with 17 votes in favor of the security camera proposal and 3 against the proposal. Community Council voted on the matter on June 4, 2006 with 31 votes total: 7 votes for the proposal, 23 against the proposal, and 1 abstention. Community Council voted down the proposal with a simple majority vote.

Alex noted Community Council voted on the camera proposal as a measure to reduce thefts only and not as a safety and security measure. In response to subsequent concerns raised regarding safety and security, the Council is proposing an action plan, which includes the following:

- Focus on a Responsible Citizen theme during Freshmen Orientation
- Conduct an awareness campaign, on June 21, 2006 from 8:30 a.m. to noon, with Officer John Smith and John Young
- Possibly establish a Safety Committee to look at safety concerns within the Souhegan community.

Alex ended her presentation by encouraging board members to email her if there were any questions.

Phyllis Thomas noted parents are more concerned about the security and safety aspect, whereas the proposal had focused the cameras as a measure to deter thefts, to which Alex noted the Council did not vote on the cameras as it pertained to the security issue because the original proposal did not state the cameras were for safety and security. The Council has not researched all safety and security solutions; there has been a discussion about addressing that matter during the retreat and adding it as a Council goal for next year.

Alex introduced Brittany Daniels, the new Community Council School Board Representative for next school year.

Howard Colter noted he and several members of the SCHS administration team had met with Greg Champlain earlier in the year to review emergency plans. The overall feeling from Mr. Champlain is that there may be some safety and security issues at the high school because of how the campus is laid out. In terms of safety and security, Howard encouraged there be more consideration to the matter other than cameras, and not to implement a plan or measure that would initiate a false sense of security. Howard suggested time be dedicated to the matter and the planning process involve other people than school personnel. Howard also noted the administration should present a recommendation before the board takes action, and suggested Scott Prescott form a committee, comprised of appropriate constituents, for the purpose of initiating a safety and security study and presenting recommendations to the board.

There was extensive discussion regarding the voting and implementation process of any proposal, to which John Walsh noted he did not want Community Council circumvented on the matter. The board agreed there would be no deadline, but the matter should be addressed as soon as possible. It was agreed the process would include introducing the findings and recommendation to the high school community, including the staff and Community Council.

Zoë Quindazzi-Ilacqua, president of the PTSA, noted the study might find there are small measures that can be taken to enhance safety and security; Zoë offered her assistance, as she has had experience in this matter within another district.

John Rizzi requested the administration provide the board an update on a regular basis regarding the matter and progress.

Jeanne Ludt reported Community Council is losing two members: Marylyn Stahlmann and Kim Parrett. Jeanne recommended Kathy Johnson and Nancy Sagon as replacements for the two open positions.

Phyllis Thomas moved to accept the nominations of Kathy Johnson and Nancy Sagon. John Walsh seconded the motion. All board members voted in favor of the motion. The motion passed.

**INSTRUCTION  
Athletic Department  
Update**

Steve Coughlan noted Bill Dod was scheduled for the agenda tonight, but had a conflict at the last minute; the board will try to get him on the August agenda

Kathy Skoglund reported the Amherst and SCHS student tuition policy states parents and the sending districts are responsible for SPED costs of tuition students; however, Kathy has recently learned that upon review of tuition policies, the Boston Civil Rights Office, agrees parents of non-resident students are responsible for tuition, but the district may not require the parents to pay SPED costs of tuition students. In addition, the sending district can be contacted, but may not be obligated to pay the SPED costs. Kathy noted that, to date, there are minimal special educational needs among tuition students, but the tuition policy will be discussed at the next SAU-wide board meeting.

It was noted the tuition agreements are based on annual renewal. There was a brief discussion regarding the reduced tuition fee benefit to faculty members, to which Howard encouraged the board not to retract the benefit and to study the data, as the benefit is very important to all staff. In terms of responding to tuition inquiries, Howard reported he and Scott have been advising those who contact the SAU that SCHS is not accepting students. It was noted all current tuition students would be grandfathered under the current policy.

Kathy reported all tuition students of employees have been approved for next year—there was a question as to one tuition student, which Kathy noted she needed to check into the matter. Kathy noted all matters concerning the tuition policy have received legal review.

Scott Prescott presented an administrators' report that highlighted events and matters at SCHS. Scott reported Senior Award Night was held on June 13<sup>th</sup>; Seniors recently went on a white water rafting trip and graduation will be held on June 16<sup>th</sup>. There are several openings, including 3 English positions (2 positions have been filled), 1 position in 9<sup>th</sup> Grade Science, 1 position in Social Studies, and 2 SPED paraprofessional openings. Colleen Meaney added there has been more national recruitment. Howard also noted an intern was recently dismissed and will not be returning.

**ADMINISTRATORS'  
REPORT**

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Howard Colter nominated Amanda Dupre for a 1<sup>st</sup> year **Nominations** probationary Language Arts/English Teacher, with an annual salary

of \$38,836, for the 2006-2007 school year.

Phyllis Thomas moved to accept Howard Colter's nomination at the salary specified. John Walsh seconded the motion. All board members voted in favor of the motion. The motion passed.

Howard Colter nominated David Clark for Boys Varsity Basketball Coach for the school year of 2006-2007.

Janet Gaynor moved to accept Howard Colter's nomination. Jeanne Ludt seconded the motion. All board members voted in favor of the motion. The motion passed.

Janet Gaynor presented an update on the WinterCession Committee, which formed approximately one year ago. Janet noted there have been several improvements in WinterCession, including: stronger ties to curriculum with questions asked for each course offered, cost containment measures with an average of \$100.00 less per course offered, and at least one certified CPR chaperone per group. There is a hope that all teachers who chaperone the trips are CPR/1<sup>st</sup> aid certified. Janet also noted there was a more effective, efficient communication to parents which decreased concerns about the program. **WinterCession**

Jeanne questioned if there is anyway to reorganize WinterCession so just the 10<sup>th</sup> grade teachers go on the trips, to which Scott noted that would not meet the chaperone policy of 1 teacher to 12 students.

Janet distributed WinterCession Committee recommendations, which included the following:

1. Continue the committee next year to continue working on:

- Drafting a WinterCession mission statement;
- Research and possibly develop a more comprehensive funding plan and approach to WinterCession;
- Is a body for issues/problems associated with WinterCession to be addressed?
- Investigate the possibility of students being graded on their WinterCession participation and having the grade appear on their transcript.

2. Encourage the board to develop a practical funding plan for WinterCession within the annual budget. For the first year fund the teacher's costs and educational materials, and continue to offer financial aid to students who apply. By funding the teacher's costs within the budget, the overall cost of each trip would thereby decrease.

Janet also noted the committee could look into organizing the trip with 10<sup>th</sup> grade teachers only and increasing the communication effort during 8<sup>th</sup> grade orientation.

Howard noted there should be a clear communication of expectation to any incoming 10<sup>th</sup> grade teachers in that there will be a WinterCession assignment. Howard encouraged the board discuss the matter with PPC.

John Walsh moved to continue with the WinterCession Committee. Jan Phelps seconded the motion. All board members voted in favor. The motion passed.

Nicole Heimarck presented the new minimum State standards and reviewed the different components and plans in place to meet or exceed the new standards. Nicole noted the new requirements include a 20-credit graduation requirement for all students beginning with the class of 2009. There are also changes in earned credits for economics, health education, and competency assessments. Nicole also noted the board is not required to offer Extended Learning Opportunities (ELOs), but if they do, local policies will need to be established governing the process; both Nicole and Scott recommended the board move cautiously on this item, as the State has advised there is no district that has yet established a policy.

## **Minimum State Standards**

There was a request to include information with regard to what the school offers now for course requirements and what can be offered off-site. The board suggested Nicole and Scott draft a policy that could be reviewed and adopted by the board.

Janet Gaynor requested reports, such as the Minimum State Standards, be distributed prior to the meeting so there is ample time to review and digest the information.

Susan Ward reviewed the bid comparisons for a multi-year driver education contract. Susan noted there were four vendors responding to the request for proposal. Susan also reported the State reimbursed \$150 for any student in the district's driver education program. If a student takes driver education out of district, the district providing the service will be reimbursed. In a straw poll, the board agreed to have the SAU make the decision regarding the vendor selection. There was a question as to the various factors being considered for selecting a vendor, to which Jeanne Ludt noted Pedal Pushers has been very convenient with picking up and dropping off students and this vendor has accommodated all of the Souhegan students without placing any

## **Driver Education**

student on a waiting list.

Susan Ward recognized Lisa Ambrosio and Ernie Kilman for the work in assessing the end-of-year projections. Susan reviewed the financial projections and noted the projected balance was approximately \$142,821.00. Susan reported Food Service is running a deficit and added that some districts underwrite food service deficits, but wanted to check with the auditors if that was an acceptable practice. The board briefly discussed using some surplus monies to cover the food service deficit.

**FY'06 Update**

Jan Phelps moved to authorize an amount up to \$36,000 from the end-of-year surplus, contingent upon review and approval of the auditors, to be used and applied for Food Service. John Walsh seconded the motion. All board members voted in favor of the motion. The motion passed.

There was a question as to the status of the bleachers purchase, to which Scott Prescott noted he would check on the matter.

Susan also noted the mileage reimbursement rate has to be set by the business office by July 15<sup>th</sup> and the new rate will be 44.5-cents per mile.

The board thanked Susan for her tireless effort, efficiencies, and service given to the district and wished her well on her new endeavor.

Howard Colter recommended a one-year extension contract to Ted Houlihan, effective July 1, 2006, for the Dean of Students position and a one-year extension contract to Colleen Meaney, effective July 1, 2006, for the Dean of Faculty position. Howard noted the salary increase, for both administrators, is the amount reflected in the budget, which equates to an increase of 3.8%.

**PERSONNEL  
Dean of Students  
Contract Review (Ted  
Houlihan) & Dean of  
Faculty Contract  
Review  
(Colleen Meaney)**

Phyllis Thomas moved to accept the recommendation of Howard Colter, as presented. All board members voted in favor of the motion. The motion passed.

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Phyllis Thomas moved to approve the June 1, 2006 board meeting minutes. Jan Phelps seconded the motion. The board voted in favor of the motion, with the following amendments:

Page 778, 3<sup>rd</sup> paragraph, 5<sup>th</sup> line, change "Pile" to "Pyle"

Page 778, 6<sup>th</sup> paragraph, 3<sup>rd</sup> line, change to read: "...accommodate

**APPROVAL OF  
JUNE 1, 2006  
MEETING  
MINUTES**

wheelchair-bound...”

Page 779, 2<sup>nd</sup> paragraph, 3<sup>rd</sup> line, change “grand fathered” to “grandfathered”

Page 779, 4<sup>th</sup> paragraph, 1<sup>st</sup> line, change “Coughlin” to “Coughlan”

Page 781, 1<sup>st</sup> line, change to read: “...approval; the board...  
The motion passed.

The signing of the manifest was waived for this meeting.

**MANIFEST**

It was noted the board would not be meeting until August (tentatively August 17, 2006) and there may be personnel nominations to approve. Janet Gaynor moved to authorize the board chairman approve any personnel nominations, on behalf of the Souhegan Cooperative School Board.. Jan Phelps seconded the motion. All board members voted in favor of the motion.

**OTHER**

Jeanne Ludt distributed an excerpt from *The Key Work of School Boards* (NHSBA & NSBA).

John Walsh moved to enter into a Non-Public Session, under the provision of RSA 91:A-3,II(b). John Rizzi seconded the motion. By a roll-call vote, each member of the Board voted in favor: Ludt-yes; Gaynor-yes; Coughlan-yes; Rizzi-yes; Walsh-yes; Thomas-yes; Phelps-yes. The motion passed. The Board went into a Non-Public Session at 9:12 p.m.

**NON PUBLIC  
SESSION**

The Board discussed a personnel matter.

John Walsh moved to come out of Non-Public Session. Janet Gaynor seconded the motion. By a roll-call vote, each member of the Board voted in favor: Ludt-yes; Gaynor-yes; Coughlan-yes; Rizzi-yes; Walsh-yes; Thomas-yes; Phelps-yes. The motion passed. The Board came out of Non-Public Session at 9:17 p.m.

John Walsh moved to adjourn. Janet Gaynor seconded the motion. All board members voted in favor and the meeting adjourned at 9:17 p.m.

**ADJOURNMENT**