

MINUTES
SOUHEGAN COOPERATIVE SCHOOL BOARD
September 1, 2005
Souhegan High School - Room A222

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Chairperson John Walsh called the meeting to order at 6:00 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, Susan Ward, Scott Prescott, Ted Houlihan, Nicole Heimarck, and Rhonda Donaldson

Minutes Recorder: Terri Connolly

John Walsh invited comments from the public, but none were forthcoming.

PUBLIC TIME

Howard Colter introduced Nicole Heimarck, the new Director of Curriculum and Professional Development.

There was no update on Community Council.

**COMMUNITY
COUNCIL**

Steve Coughlan moved to accept the minutes of August 17, 2005 and Janet Gaynor seconded the motion. The minutes were accepted as amended:

**APPROVAL OF
MINUTES OF
AUGUST 17, 2005**

Page 664, under Attendance, change "Sue Carr" to "Rachel Brayman"

Page 665, 1st paragraph, 1st sentence, change to "Dodd" to "Dod"

Page 665, 3rd paragraph, change to read: "...on the visitors' side of the stadium."

Page 666, 2nd line, change to read: "...noted she thought parents thought these..."

Page 666, 5th line, change to read: "...had purchased extraordinary items such as the pole vault poles..."

Page 666, 6th line, change "volt" to "vault"

Page 666, add this as a 1st paragraph: The Board toured the current weight room and noted the space had poor ventilation, was in dilapidated condition and was a very tight space.

Page 669, 5th paragraph, 2nd line, change "J-polices" to "J-policies"

The motion passed.

Phyllis Thomas signed the manifest.

**MANIFEST
APPROVAL**

APPROVED Minutes of September 1, 2005 Souhegan Cooperative School Board Meeting

The Board agreed John Walsh and Steve Coughlan would serve as Board Representatives to the Personnel Policies Committee.

**BUSINESS AND
INSTRUCTION
Personnel Policies
Committee (PPC)
Representatives**

Janet Gaynor presented an update regarding the fitness room, and noted the architect had presented an estimate, based upon a 2-story structure, of \$576,000.00 (this amount included equipment). Bill Dod presented his ideas for a 1-story structure, to which the architect agreed a 1-story structure would be considerably less expensive. It was noted deductions should be made to the estimate for any donated materials, such as steel and equipment.

**Fitness Room
Planning Process**

The Board discussed the parking lot project and there was a question if the 5% bond would be refunded. The Board agreed to have Jim Rines check on that matter.

Jeanne Ludt questioned if the fitness/storage room would qualify as a project for the Annex building funds, to which Janet Gaynor reported the project qualified, but a public meeting would be needed. Howard Colter noted money would be spent even if the referendum was voted down because of the preliminary architectural work required.

The Board agreed to form a committee, which will include board members Janet Gaynor, John Rizzi, and Jeanne Ludt, to study the viability of adding a fitness/storage facility to the building. Jeanne recommended having some students on the committee as well.

There was additional discussion regarding financing the project, to which Howard noted an architect typically charges 8% of the estimated project cost; concept work is approximately ¼ of the overall architectural cost, which equates to approximately \$10,000.00. Howard added it might be appropriate to draw funds from the surplus account and noted he would speak to the architect about the amount of money required to plan and design the project.

Rhonda Donaldson reviewed the Job/Project Report associated with the extracurricular program fees and activities. Rhonda noted the savings account fluctuates based upon activities and the usual daily balance is \$36,000.00.

**Extra-Curricular
Program (Revenues
and Expenditures
Report)**

Jeanne Ludt questioned if the Board could be notified of any

incoming donations so the Board could extend a note of thanks for the donation, to which Rhonda noted the coach and the head of the athletic department usually issue a letter of thanks for the donation. Howard added the School Board should have a policy for receiving gifts and added the Board should know what is being donated because there may be hidden costs associated with it. Howard added other Boards assign someone the task of writing thank you notes.

Scott Prescott reported on recent events and activities at SCHS and noted Room 123 is complete and in use; Scott recognized Bruce and his staff for all their effort; school opened successfully; Seniors ran a successful Freshmen Orientation; there was a Newcomers Orientation held during the staff retreat; the staff retreat went very well and the staff addressed a number of areas, including the honors program and curriculum, and started NEASC work. Ted Houlihan noted the staff members have a good feeling about working with Scott. Scott also noted the parent survey will be emailed and the speed bump will go in a week from Saturday. Scott has asked the staff to come in early to minimize the traffic on Boston Post Road; Howard noted he has been asked to attend a meeting with Police Chief McGuire regarding road safety in Amherst, in particular the congestion in front of SCHS. Scott noted the staff and administration have reviewed the issue several times and there has been no solution to date.

**ADMINISTRATOR'S
REPORTS**

The Board reviewed the J policies, and the following recommendations were made:

- JB – rescind
- JBA – rescind
- JCA – adopt model language
- JEC – adopt model language
- JECB – renumber to JFAB

**POLICIES
J Policies**

Steve Coughlan moved to adopt and rescind the policies as presented. Jan Phelps seconded the motion. All Board Members voted in favor of the motion. The motion passed.

The Board reviewed the J policies, and the following recommendations were made:

- JF – adopt model with the following language as a new paragraph:
At the discretion of the principal, home school students may be permitted to participate in individual classes or co-curricular activities consistent with their home school educational plans.
- JFA-R – adopt

JFADB – adopt model language
JFCI – rescind
JFCI-R – renumber to be JICH

John Walsh questioned if the J policies were used, to which Ted reported the Administration uses Board policy, but there may be different language in some instances, to which Steve Coughlan noted the exact language does not have to match as long as the essence of the policy is the same and that it was appropriate to change the language in order to explain the policy to students and parents. Ted noted he thought more time would be needed to make sure there is total compliance with the language used in the Board policies.

Steve Coughlan moved to adopt and rescind the policies as presented. Janet Gaynor seconded the motion. All Board Members voted unanimously in favor of the motion. The motion passed.

The Board reviewed the JICI policy and the following recommendation was made:

JICI – adopted model, in the first paragraph, append the following to the first sentence...who shall notify the police if warranted.

There was an extensive discussion regarding the JICI policy. It was noted the school board policy does not allow for any knives and the Rules of the Road prohibits knives with blades longer than 2 ½ inches. Ted Houlihan reported there are not a lot of issues around this item, but the policy has been bothersome to him and he has addressed it with Community Council. Community Council voted to continue the practice as it is stated in Rules of the Road.

Steve Coughlan moved to table policy JICI and have the Administration present recommendations. Janet Gaynor seconded the motion. All Board members voted in favor. The motion passed.

John Walsh requested the Board think about what type of budget would be used; the Board will discuss and make a decision about this item at the September 15, 2005 meeting.

Budget Policies

Scott Prescott presented two resignations: Elizabeth Hedges - Library Assistant and Rebecca Wurst - Paraprofessional.

**PERSONNEL
Resignations**

Howard Colter nominated Jean Hoffman for a Special Education Paraprofessional position.

Nominations

Steve Coughlan moved to accept the resignations and approve the nomination as presented. Phyllis Thomas seconded the motion. All Board. All Board Members voted in favor of the motion passed. The motion passed.

Howard noted the Board can continue receiving resignations and nominations for paraprofessional positions, but it is legal for the Superintendent to approve such positions, to which John Walsh added the Board could think about that.

Scott Prescott also nominated Lisa Kent, John Renta, and Mike Demers for coaching positions.

Steve Coughlan moved, and Jan Phelps seconded, to approve the coaching nominations as presented. All Board Members voted in favor of the motion. The motion passed.

Susan Ward reported the year-to-end unreserved fund balance was \$5,400.00. There was additional discussion regarding forecasting and projection measures, to which Howard added there needs to be a concerted effort to get back to a healthier unreserved fund balance and suggested the Board review transfer funds in terms of why and what is being expended. The Board agreed to start with advisory reports on the monthly transfers, which would be included in the Board packets. Questions or concerns regarding the transfers will be addressed at the Board meeting.

OTHER

Susan added the DOE would make comments and corrections to the year-end report. Once the DOE has completed its review, Susan will send copies to the Board Members.

Jeanne Ludt noted a press release would be sent out regarding the vacancy on Community Council (for an Amherst resident). Interested residents will be asked to respond by September 9th and a decision will be made on September 15th.

It was also noted that Susan Carr has recently been made aware of a new federal law that requires school districts to have a nutrition and wellness policy, effective July 1, 2006. It was requested the Board discuss establishing a committee to create a policy at the next Board meeting.

The Ice Cream Social is scheduled for September 9th at 2:30 p.m.

Phyllis Thomas requested the Board discuss Board Goals at an upcoming meeting, as she would like some direction regarding the

goals assigned to her.

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The Board agreed to send out the letter to the Amherst Soccer Club, to which Howard will inform Karen Reed to do so.

The Board agreed to conduct a one-hour workshop session, on the J policies, on September 15th at 5:30 p.m. This session will be held one hour prior to the Board meeting.

John Rizzi moved to adjourn. Jeanne Ludt seconded. All Board Members voted in favor of the motion. The meeting adjourned at 8:12 p.m. **ADJOURNMENT**