

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

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Chairperson John Walsh called the meeting to order at 5:33 p.m.

**CALL TO ORDER**

Present:

**ATTENDANCE**

Souhegan Cooperative School Board: John Walsh, Jeanne Ludt, Jan Phelps (arrived at 6:12 p.m.), Phyllis Thomas (arrived at 5:58 p.m.), John Rizzi, Janet Gaynor, and Steve Coughlan (arrived at 6:14 p.m.)

Administrative Team: Howard Colter, Scott Prescott, Ted Houlihan, Kathy Skoglund (arrived at 5:40 p.m.), and Susan Ward (arrived at 6:05 p.m.)

Faculty Presenters: Sue Downer and Dan Bisaccio

Presenters: Ann Logan and Jay Dinkel (arrived at 6:05 p.m.)

Finance Committee: Christine Morley

Community Council: Alex McGuire

Minutes Recorder: Terri Connolly

Patrick Murphy addressed the Board with a request to admit his niece, who will be coming to live at his residence for an undetermined amount of time, to SHS.

**PUBLIC TIME**

Howard Colter noted he has spoken to Patrick regarding the situation, and added there are a number of factors for the Board to consider: the child's legal guardian does not reside in Amherst, the child is at-risk, and the Murphy's are not prepared to pay tuition fees at this time. Howard recommended the Board admit Mr. Murphy's niece for a trial period, which could be from one semester up to the end of the current school year. There was a question regarding whether a release for special education needs should be signed, to which Howard agreed the child's legal guardian must sign the release.

Janet Gaynor moved the Souhegan Cooperative School Board accept Patrick Murphy's request to accept his niece for enrollment, as a hardship case and tuition be waived, at Souhegan Cooperative High School for a trial period up to one school year, and enrollment would be reviewed the end of this school year. John Rizzi seconded the motion. All Board Members voted in favor of the motion. The motion passed.

Jeanne Ludt reported faculty and staff representatives have joined Community Council; there are still nine at-large members who will

**COMMUNITY  
COUNCIL**

be elected at the next meeting. Community Council is focusing on Fangfest, which is scheduled for early October. Jeanne reported a taste test for Stoneyfield Yogurt was conducted during the last meeting and Stoneyfield will set up vending machines within the next couple of weeks. Jeanne noted Stoneyfield requires \$300.00 per month in sales or the machines will be taken away.

Phyllis Thomas signed the manifest.

**MANIFEST  
APPROVAL**

**BUSINESS &  
INSTRUCTION  
Discussion of Senior  
Project Calendar  
Dates**

Dan Bisaccio and Sue Downer presented information on Senior Project and reviewed the Senior Project calendar of events. Dan noted he and Sue had reviewed faculty, student and staff response early on with regard to how to improve the program and tying it into enhancing learner expectations. Sue Downer has updated the project website and both Sue and Dan are holding office hours starting at 4<sup>th</sup> period each day. Sue and Dan requested Board approval in changing a late start date, which will accommodate AP students and students involved with the spring concert.

Janet Gaynor moved to switch the late start day from May 2, 2006 to April 18, 2006. Jeanne Ludt seconded the motion. All Board Members voted in favor of the motion. The motion passed.

It was requested Howard notify Karen Reed of the change and the schedule be updated accordingly.

Jeanne Ludt reported the Board had asked Ted Houlihan and Scott Prescott for wording recommendations concerning policy JICI, to which Ted reported he supported forwarding the policy to Community Council that they may weigh in on the pros and cons. Based on the input received from Community Council, the Board can then make a final decision. There was additional discussion regarding why the verbiage “longer than 2 ½-inches” had not been taken out of Rules of the Road, as there needs to be consistency between Board policy and Rules of the Road. It was also noted this is a safety issue and not within the jurisdiction of Community Council.

**J Policies – 2<sup>nd</sup>  
Reading**

Janet Gaynor questioned what SRO, John Smith’s position was on this matter, to which Ted reported he is whole-heartedly against having any student knives on campus.

Janet Gaynor moved to delete the phrase “longer than 2 ½-inches” from Rules of the Road, that there may be consistent policy between

Board policy JICI and Rules of the Road, effective immediately. John Rizzi seconded the motion.

Howard Colter added he supported prohibiting knives. If students have knives they must be looked at on a case-by-case basis, as there will be some reasons for students to have lab instruments, which is quite different than a student yielding a large knife blade. Sue Downer noted there were many instances, as a science teacher, where she would require students to have knives and it was agreed knives should be approved by the Administration, which may require students to register their knives.

The motion passed with two abstentions. The two abstaining members noted their abstention vote resulted from entering the Board meeting at the end of the discussion and after the motion was made.

Ann Logan, School District Treasurer, notified the Board of the various accounts used by SHS and added the accounts are earning very low interest rates. Jay Dinkel, of Ocean's Bank, presented investment information and recommendations on two different types of accounts that would yield higher interest rates. Jay recommended the Overnight Sweep Account, which is a standardized municipal account with a target average daily balance of \$68,000.00. The Sweep account yields 2.84% interest and is absolutely fluid. Jay also recommended the Board consider the Mid-Term Investment Account, which requires a 90-day commitment and yields 3.28%; this account allows four transfers per month.

**Recommendation by  
School District  
Treasurer to Change  
Investment Accounts**

Janet Gaynor moved to accept the School District Treasurer's recommendation to establish an Overnight Sweep Account, which will sweep all excess funds over a target balance of \$68,000, and to create a Mid-Term Investment Account. John Rizzi seconded the motion.

Phyllis Thomas questioned the interest rate on the activity fund, to which Jay Dinkel noted he would speak with Rhonda Donaldson and Susan Ward about this account.

Janet Gaynor moved, Jeanne Ludt seconded, to go into non-public session under the provisions of RSA 91-A:II,2.(c). 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 6:42 p.m.

**NON – PUBLIC  
SESSION**

The Board discussed a student matter.

Steve Coughlan moved, Janet Gaynor 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 7:05 p.m.

Paul Scholtman, Amy McGuigan, and Sue Downer presented information regarding the Faculty Senate. Paul distributed an outline of the purpose, membership, meetings, proposal reviews and proposal steps.

**Faculty Senate  
Overview**

It was noted there was a desire to have a joint meeting with the faculty and Board, to which Scott responded he would contact Colleen Meaney for a date.

The Board agreed to have Howard meet with the attorney to notify him that he would no longer be used for deliberative session.

**Legal Services for  
Deliberative Session**

The Board reviewed the list of applicants for the position of Amherst Representative to the Community Council. Those submitting their names for consideration include: Nancy Sagon, Kathy Johnson, Robin Julian, and Carol Gravel.

**Review applications  
and choose  
Community Council  
Representative from  
Amherst**

Jan Phelps moved to approve Robin Julian as a voting member of Community Council. Steve Coughlan seconded the motion. The Board voted in favor of the motion. The motion passed. There were three abstentions.

Howard reported he had received a letter from the Amherst Soccer Club's legal council regarding the termination of the agreement between ASC and SHS.

**ASC Letter**

John Rizzi reported he had requested accounting of all the items completed or done by ASC for SHS and that information was received on Monday, September 12<sup>th</sup>. Based upon the items reported, John and Janet did not feel it warranted a change in the course of action as recommended to the Board earlier.

Howard, Janet Gaynor and John Rizzi will conduct a teleconference with legal council to review the matter, to which Jeanne Ludt requested this matter be resolved without incurring much more in legal fees.

The Board reviewed a letter from Police Chief MacGuire to the Board concerning Boston Post Road at Souhegan High School. The Amherst Highway Safety Committee requests the SHS Board to consider further discussion with the Board of Selectmen and the Amherst School Board to explore a solution to the traffic issues in this area.

**Review of Amherst  
Police Department  
Request for Boston  
Post Road Review**

The Board agreed John Rizzi and Janet Gaynor will be the representatives on this matter and there is no action required yet.

Christine Morley reported the Finance Committee would like to aim for zero-percent budget, but is not sure if that is attainable. Phyllis Thomas noted stipends appear to be a major concern for the Finance Committee, to which Steve Coughlan requested the Administration review and inform the Board what the impact would be on the operations of the school and programs if the stipends were eliminated.

**Budget Guidelines for  
Administration**

There was additional discussion that a zero percent budget would be unlikely with the increase in oil, utilities and busing. Howard noted the transportation contract would go out for bid, which should result in a noticeable increase in busing costs. Jan Phelps suggested the Board start looking now at revenue sources, such as paying for buses. Janet Gaynor suggested asking the ASD to add late-starts, for the middle school, to save money on extra bus runs.

Steve Coughlan suggested the Superintendent propose a budget that represents maintenance of existing programs only, with no new programs. Steve requested calculated costs be submitted for any new proposed programs. The Board agreed to focus on education first, not budget first, to which Jan Phelps suggested that be part of the next communications newsletter.

There was additional discussion regarding using monies from the building fund surplus for the fitness/storage room, to which it was noted a public meeting would be required to approve expending those funds for that purpose.

Susan Ward recommended asking individuals who receive stipends how many students are served and how many additional hours are required to perform that service.

**ADMINISTRATOR'S  
REPORTS**

Scott Prescott reported on highlights at the high school and noted an audit of the activity account had resulted in the auditors reporting the account is impeccable. Scott recognized Rhonda Donaldson for her efforts in maintaining this account. Scott also reported the completion of the two-day summer reading program, to which Howard suggested the Board consider having a member, on behalf of the Board, send thank you or congratulatory notes to teachers and community members who help the school. Phyllis Thomas agreed to serve the board in that capacity.

Scott noted Senior Project has kicked off, and reported Bill Dod will be inducted into the NH Hall of Fame. Scott also reported a safety meeting had been conducted; Fall play tryouts are underway and Fangfest is scheduled for early October. Scott has met with newcomers for professional development; Sue Carr is working on establishing a Nutritional and Wellness Committee, to which Howard reported Pam Dudoff would serve on this Committee, on behalf of ASD, and is in touch with a professor from Tufts University who may conduct a nutritional and wellness workshop this fall for all students and parents. It was suggested addressing this matter at the SAU Board Meeting as this should be viewed as a K-12 program.

Howard Colter recommended the appointment of Tyler Jackson as a long-term substitute. **Nominations**

Jeanne Ludt questioned how long the period was for, to which Howard reported 45 days. The Board discussed the paternity policy. It was agreed Scott would check with David Saxe to determine if any accrued sick time would be used for this leave.

Janet Gaynor moved to approve the Superintendent's recommendation as presented. Phyllis Thomas seconded the motion. All Board Members voted in favor and the motion passed.

Scott Prescott distributed a coaching salary sheet for 2005-2006. Howard Colter nominated all new coaches, as recorded on the slate.

Steve Coughlan moved to approve the Superintendent's recommendation as presented. Jeanne Ludt seconded the motion. All Board Members voted in favor of the motion and the motion passed.

Susan Ward reported the speed bumps would be in September 24<sup>th</sup>. **OTHER**

The Fitness/Storage Room Committee is scheduled to meet on September 27<sup>th</sup>.

Susan Ward questioned the Board as to how they wanted to submit payment to the architect, to which Howard responded payments are traditionally broken down in increments of 50/25/25. There was additional discussion as when to conduct the public hearing and the Board agreed to conduct the public hearing on October 6<sup>th</sup>.

Janet Gaynor moved to adjourn. Jan Phelps seconded. All Board Members voted in favor of the motion. The meeting adjourned at 8:43 p.m. **ADJOURNMENT**