

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

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Chair Steve Coughlan called the meeting to order at 6:00 p.m.

CALL TO ORDER

Present:

ATTENDANCE

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

Administrative Team: Dr. Mary Jennings, Scott Prescott, and Kris Gallo

Presenters: Jim Miner and Bill Dod

Minutes Recorder: Terri Connolly

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

PUBLIC TIME

Steve Coughlan noted the board had received an email, from Community Council Representative, Brittany Daniels, highlighting Community Council activities. Community Council Alternate, Frank Cinque, was in attendance to address any questions the board had regarding the report, to which there were no questions or comments forthcoming.

COMMUNITY COUNCIL

Phyllis Thomas reported there was no manifest.

MANIFEST APPROVAL

Scott Prescott highlighted recent and current events at Souhegan High School. Scott noted the Buildings and Grounds staff are doing a great job with maintenance and preparing the school for the upcoming school year. Scott acknowledged Christopher Atkins for refinishing the fence rails as part of an Eagle Scout project, and added there may have been over a thousand hours put into this project. The board agreed to send a thank you note to Christopher.

ADMINISTRATOR'S REPORT

Scott also reported the retreat is coming up soon and the focus will be on the school mission and learner expectations. Administrators will be revisiting and reviewing founding documents with newcomers next week; with regard to newcomers, there are 6 new teachers and 10 new interns.

John Smith attended SRO training and a School Safety Committee will begin September 2006. A private consultant will be conducting

a safety review/audit; in addition, the State has been contacted to do a safety assessment as well. Data from both of these sources will be compiled and issued to the board for review. Scott also reported a Differentiated Instruction Workshop will be held at SCHS and the facilitator will provide training and guidance in curriculum development. Summer curriculum work is underway. The Writing Center has been relocated upstairs near the Media Room—this move was done without expense and in response to a special education space need. Fall athletic programs have started within the last couple of days with approximately 400-500 student participants.

Kris Gallo provided an update on the NEASC work completed to date and reviewed the upcoming work that needs to be done. Kris reported the assessment team will be presenting findings on March 28th, during a faculty meeting, and the board is welcome to attend that meeting. Janet Gaynor questioned if the report will include the necessity of conducting wellness classes in the hallway, to which Kris noted it would be reported under school resources and there will be recommendations.

Janet questioned if there were any recommendations made during the last assessment, to which Scott noted there is a report on those recommendations. Janet requested a copy of the written report.

Jeanne noted the board has been facilitating the parent survey during the registration process. Jeanne noted she would like to give the survey over to the administration team to administer and suggested the administration review the format and content as a baseline for formulating a survey. Jeanne will forward the files to Kris. It was noted registration will be coming up soon and questions for the parent survey should be submitted to Kris by the end of the week.

Jim Miner presented a Building and Grounds update to the board. Jim presented a 5 year Capital Improvement Plan, which included the following items:

- Scag field mower replacement (\$11,000) - 2007
- Resurface running track (\$13,000) and refinishing gymnasium floor (\$17,500) - 2008
- Repaving Annex parking and south entrance (\$48,000) and replacing pickup with plow (\$35,000) - 2009
- Replace HVAC unit in theater (\$21,000) and replace existing Toro field mower (\$11,000) - 2010
- Replace stadium running track (\$78,000) - 2011
- Stadium field sod replacement (\$12,000) - 2012

**Building and Grounds
Capital Improvement
Plan**

Jeanne questioned the use of the Toro field mower (for replacement in 2010), to which Jim reported it would for maintenance on the Bean Field. It was noted the Bean Field is part of the Amherst School District.

Jim noted several paper items have been purchased with a bulk supply blanket order, which accommodates just-in-time supply releases. The savings in purchasing the paper products in a bulk purchase order has resulted in a savings of approximately \$24,110.49, which is 20% below 2006 actual costs of \$30,138.00.

Jim also presented information and data on energy trends, including electricity and heat usage, and concluded his report with a review of items that he will be focusing on in 2006/2007, which include:

- Revise facility use policy (standardize format for all SAU facilities and fees)
- Finalize an updated lease agreement with the Amherst Recreation Department (working with Janet Gaynor and Jim O'Mara)
- Continue with consolidated bulk supply bidding and purchasing cost reduction effort
- Develop a facility maintenance plan
- Develop a SAU-39 safety plan (required in response to State requirements tied to educational funding)
- Establish all building and grounds personnel under one set of HR policies
- Commit strong electrical and mechanical talent to support all SAU facilities
- Establish partnerships with primary support vendors with 2-3 year contracts and pricing

Jim also noted the facility and fees policy should include a provision to apply ground maintenance funds, received from facility fees, to the specific school providing facility or field use. There was a question with regard to the administration of fees at SCHS, to which Scott reported fee use has been historically administered by Sally Groves. Jim noted the fee structure should be reviewed, as the fees charged do not cover the costs of maintenance. Janet Gaynor questioned as to who would be responsible for implementing a policy, to which Superintendent Jennings noted it would be the function of the Business Manager.

Jeanne questioned if Jim would be evaluating storage needs and conducting an assessment of what there is for space, how it is being utilized, and provide recommendations for changes. It was agreed this was not an immediate matter, but Jim would review it.

Steve Coughlan noted that in addition to the Building and Grounds Capital Improvement Plan (CIP) items, Bruce Chakrin has submitted a Technology CIP. Steve will be meeting with Bruce tomorrow to refine the submission. Steve added the goal to approve a 10-year capital plan and submit it to the town for planning and tax rate reduction purposes. Dr. Mary Jennings added the review and accreditation process for NEASC should include all CIP needs, which should include wellness space. It was also agreed John Rizzi, Janet Gaynor, and Jeanne Ludt would fill out the necessary CIP form for the Wellness Facility. Steve noted the CIP items would be put on a board meeting agenda for September.

**BUSINESS &
INSTRUCTION
Athletic Department
Report**

Bill Dod presented an Athletics Department overview and matrix that categorized each sport with coaches' salary, 2005-2006 expenses, cost per sport, number of participating students and cost per student. Bill reported there were 998 student athletes out of a 1,040-school population, but acknowledged a student is counted per sport played (if one student plays 3 sports, he is counted 3 times). Bill reported coaches continue to improve programs and he reported there has been an expansion of programs, such as dance and girls ice hockey.

Dr. Jennings questioned if all the costs were incorporated in the expenses, such as rink time for girls ice hockey, to which Bill noted the expense did not include the full amount for ice time, as the item is funded partially through the budget and fundraising. There was a discussion about fundraising for sport programs with Janet Gaynor requesting an athletic budget without fundraising monies added into the equation.

Jeanne Ludt noted the town had voted to establish a Co-curricular Revolving Fund years ago, which would allow the board to administer and allocate monies from gate receipts and activity fees, and questioned where and how those monies are allocated. Bill reported monies collected at varsity football, and varsity boys and girls basketball (home games) and turned over to the SAU and placed in the general fund. Jeanne noted the monies should not go in this

fund and the board must abide by the vote, to which Dr. Jennings noted the new Business Manager should address this matter.

Bill reviewed budget requests for the 2007/2008 school year and noted monies would be needed for:

- Reconditioning/recoating the track (\$15,000-\$20,000)
- Purchase new gymnastics/wrestling mat (\$8,500)

Bill reported the user fee has been increased to \$55.00. Bill noted the fee started at \$40.00 to help maintain the athletic budget and without it, SCHS may have lost sub-varsity programs. User fee money is turned over to the SAU, and there is no report as to how it is allocated at the SAU. If Bill requires special funding because of a sports program need, he contacts Scott Prescott with the request. Some of the items purchased to date, with the activity fees, include:

- Pole vault pit
- Pole vault pad
- Hurdles
- Reconditioned wrestling mat
- State championship banners and award plaques

John Rizzi questioned if the user fee was increased to \$75.00, would the participation rate decrease, to which Bill reported he did not think programs would lose better athletes, but there may be a reduction in the number of mediocre athletes.

Janet Gaynor questioned what the surrounding schools were charging for activity fees, to which Bill reported Nashua would be \$150.00, but there was a donor who funded all fees this year. Milford voted not to charge activity fees and the Hollis rates are similar to that of Souhegan. Bill noted he could get more information if the board would like to have additional data. Dr. Jennings noted there is no real known costs, as some sports include rink time, some do not, and there is no known allocation; until there are real known costs per sport, per student, parents will not be supportive of an activity fee increase. Parents will want to know the true amount and if it really offsets the cost of the sport.

Janet added she would like to see a budget for jersey replacement, and suggested one or two board members, or the administration work on the budget and come back with a recommendation of what items are needed, what funds are spent on, and how gate receipt and concession stand monies are being spent. Janet also noted she has heard from parent they would like to have activity fees applied

specifically to the activity they are funding.

Bill also reviewed the process used for the concession stand, to which Steve Coughlan suggested the school store group be considered in administering the concession stand. Bill noted he would discuss the suggestion with Scott Prescott.

Bill reviewed the process used for hiring coaches, which entailed setting up a committee to review resumes and selecting individuals for interviews. The committee interviewed the candidates and selected the candidate.

Bill reviewed the educational requirements for the coaching staff and noted a new evaluation tool will be utilized next year. There was a question regarding communication of the athletic contract, to which Bill noted the athletic contract is presented in pre-season meetings, bi-monthly meetings and the coaches present the information to the athletes. Some coaches do a better job than others in communicating throughout the year, but many take the opportunity to discuss being drug and alcohol free and truancy issues before the prom, Super Bowl, and around the holidays.

John Rizzi questioned if there have been any coach losses because of parental intervention, to which Bill noted email and media have played a big part in communicating negative aspects of programs. Bill encourages parents to discuss problems quickly as it is difficult to address an issue after it happens. Steve Coughlan noted the board procedure for addressing parental concerns is to deflect it to the appropriate chain of command. Steve noted that since he has been on the board, there has been one case brought before the board.

Bill presented a rotation schedule for uniforms and noted teams, with the exception of boys and girls varsity basketball, currently purchase their own uniforms. Next year, all home team uniforms for basketball must be white so there will be a need to replace the 14-year old boys and girls varsity basketball uniforms; this expense will be in the 2007/2008 budget. In terms of goals for the year, Bill noted he would like another sportsmanship banner.

There was additional discussion about fundraising and removing the financial burden from students and coaches. With regard to the budget, John Walsh requested narratives for each increased item in the athletic budget.

Janet Gaynor presented a brief update on the Bean Field status and noted the monies, are coming in through the town. The estimated amount of funding will be approximately \$250,000 annually. The bid specs went out the beginning of July and an invitation to bid has been advertised in local papers. Bids should be coming in for development of those fields. Plans have been presented to the planning board and have received approval. The land is owned by the ASD and the town of Amherst is funding field development. There are four fields total, but the plan is to start out developing two fields. Janet acknowledged Dana Redmond for all of his work and effort regarding this matter.

Bean Fields Status Report

Dr. Jennings reported she would provide a write up on the Team Workshop. Dr. Jennings noted she still needs to schedule four board members for interviews and she will be working with school personnel in September and October. She is working with the school board chairs on next month's agenda, which will include information regarding the goal-setting workshop.

Team Workshop

Jeanne Ludt noted the board has not received a copy of *News and Notes*, to which Dr. Jennings noted that due to the erratic nature of summer board meetings, *News and Notes* had not been sent to the board, but will be distributed in the next week.

Scott Prescott reported there were Fall Coaches for board review and approval, to which it was reported to Scott that there was a discussion at the SAU board meeting and the board boards agreed there is no need to approve coaches or non-credentialed personnel. Dr. Jennings noted if the board did so, there would be an implicit contract with those personnel. Approval for these positions will reside at the Superintendent level, unless it is a new position that is not in the budget. If the position is not in the budget, the position must be reviewed and approved by the board.

PERSONNEL

Jeanne noted the board would like to have the principal's report in writing. It was also noted the SAU-wide Board has discussed the possibility of meeting once a month, which would result in less individual board meetings during the month; this item is still being discussed.

Phyllis Thomas moved to approve the June 15, 2006 board meeting minutes. John Walsh seconded the motion. The board voted in favor of the motion, with the following amendments:

Page 782, under *Public Time*, change “Marilyn” to “Marylyn”

Page 782, under *Public Time*, change “Stolman” to “Stahlmann”

Page 783, 3rd paragraph, 2nd bullet, change “Officers” to “Officer”

Page 784, under *Public Time*, change “Saigon” to “Sagon”

Page 785, 3rd paragraph, 3rd line, change “Hoard” to “Howard”

Page 785, 3rd paragraph, 5th line, change “the PPC” to “all staff”

The motion passed.

**APPROVAL OF
JUNE 15, 2006
MEETING
MINUTES**

Phyllis Thomas moved to approve the August 7, 2006 board meeting minutes, without amendments. Jeanne Ludt seconded the motion. The board voted in favor of the motion with Janet Gaynor abstaining. The motion passed.

**APPROVAL OF
AUGUST 7, 2006
MEETING
MINUTES**

**FUTURE AGENDA
ITEMS**

Steve Coughlan reported the goal-setting meeting is scheduled for September. Dr. Mark Joyce will facilitate the meeting, to which Jeanne noted Dr. Joyce is a very capable facilitator, but his perspective is that of a superintendent and she expressed concern the board perspective will not be represented.

**School Board Goal
Setting Workshop**

Janet Gaynor moved to adjourn. Phyllis Thomas seconded the motion. All board members voted in favor of the motion. The motion passed. The meeting adjourned at 9:00 p.m.

ADJOURNMENT