

**MINUTES**  
**SOUHEGAN COOPERATIVE SCHOOL BOARD**  
**January 3, 2007**  
**Souhegan High School – Annex Room 222**

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Chair Steve Coughlan called the meeting to order at 6:07 p.m. **CALL TO ORDER**

Present:

**ATTENDANCE**

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

Administrative Team: Dr. Mary Jennings, Colleen Meaney, Scott Prescott, Elizabeth Shankel, and Kathy Skoglund

Finance Advisory Committee: May Balsama, Dan Foley, Fran Harrow, Christine Morley and Marilyn Peterman

Minutes Recorder: Lyn Jennings

Steve Coughlan invited comments from the public but none were forthcoming. **PUBLIC TIME**

Steve Coughlan announced he needed to appoint someone to the Strategic Planning Process Committee. Steve appointed Phyllis Thomas to the committee.

Steve said they needed to nominate a student to the Strategic Planning Process Committee and nominated Brittany Daniels.

Steve said they needed to nominate a community member to the committee and suggested seeing if someone from Community Council would be interested in serving on the committee. Jeanne Ludt said she would ask Community Council for a nominee and send the name to John Schwope.

Steve Coughlan said members of the Finance Advisory Committee had met with some of the administration to discuss the budget. He asked for feedback from the Finance Advisory Committee. **FY08 BUDGET DISCUSSION**

Christine Morley said members of the Finance Advisory Committee met with Kathy Skoglund and Kathy White to discuss the Special Education Budget and the Technology Budget.

The committees overall opinion of the budget is that it is too high especially because of the decrease in enrollment.

Christine said the committee supports the Level One cuts and doesn't have any opinions on how the cuts should be made. However, the committee discussed why educational items were cut but uniforms were kept.

Christine said the committee supports Wintercession but does not support funding it for staff at this time, she said the students should pay for it at this time.

Christine said the committee does not support the Level Two cuts at this time.

The committee is concerned about the Technology budget, they thought it would have gone forward this year and it didn't so they believe they need to get it into place now.

Christine summarized by saying the committee agrees with the Level One cuts as proposed with no cuts in technology. Christine said discussion took place amongst committee members regarding political fallout and they agreed this is when option three presented by Scott Prescott at the board meeting on December 21, 2006, would be acceptable.

Board members were unable to find the handout provided by Scott on December 21, 2006, which detailed option three. Scott explained it reduced the technology line by \$56,000.

Christine said committee members agreed the budget is a tight budget but the Level One cuts seemed reasonable overall.

Scott agreed to review the \$12,000 cut from the textbooks line.

Fran Harrow questioned what they were looking at in a handout provided by Scott Prescott at the last board meeting on December 21, 2006, titled Souhegan High

Marilyn Peterman said based on the data provided, certain user fees are low, and should be adjusted.

Janet Gaynor suggested they form a subcommittee to get a handle on the user fees and determine what the appropriate fee should be. Janet said last year they just raised the fee from \$50 to \$55 but the fees should be looked at closely in order to get a handle on the issue.

Steve commented that the user fees go inside the revenue line as income.

Scott Prescott said the user fees go into the Activities Account temporarily then the money is transferred to the SAU Revolving Fund.

Jeanne said once the money goes into the SAU Revolving Fund the board should have a say as to what the money is spent on but they have never had an opportunity to weigh in on it. Jeanne said at some point, they should know how much is in the fund, get Bill Dod's and Scott Prescott's input as to where it should be spent.

Jeanne Ludt said she is not sure the Finance Advisory Committee has enough information to determine which budgets are appropriate. Jeanne was wondering if the committee met with all the players that had the highest budget impact.

Marilyn Peterman said they met with the one's they thought were most critical to talk to but obviously, they couldn't talk to everyone.

Board members were given the opportunity to ask budget line item questions.

Steve Coughlan started with the 1100 Series.

Jeanne Ludt asked what Angel Software was and how they paid for it this year. Scott Prescott provided an explanation of Angel Software and said they pre-bought

it last year.

Steve Coughlan asked if NWEA testing was in the presented budget. Scott Prescott said he didn't think it was because he thought they would be using Title I Grant money.

#### 1400 Series – Interscholastics

Dr. Jennings said they should know what is being spent in athletics and what we are making in athletics. She said this is an administrative job for the SAU office.

Discussion amongst board members and the administration followed regarding what portion of the \$77,510 increase in line 74 was for uniforms.

Scott said the amount in the budget for uniforms for next year is \$20,700.

Jeanne Ludt asked if there was a \$5,000 cut in Safety and Security how much of the Safety and Security Committees recommendations would be effected.

Scott Prescott said it was not his intention to do all the recommendations in one year. For example, Scott said in order to replace the locks on all the doors they will need a lot of money.

Jeanne said she understands they won't be able to do everything at once, but she just wants to make sure they don't short change themselves in safety and security.

#### 2200 Series – Professional Development

Jeanne Ludt questioned line 108 – Graduate Course Reimbursement – and why in the notes did it say the increase was due to adherence to policy.

Scott Prescott explained this was negotiated about seven years ago where staff are allowed to take one course every three years.

Discussion followed amongst the administration, board members and Finance Advisory Committee members.

The line item was not fully funded last year (2005-2006); it was funded at \$3,600. None of the money was expended in 2005-2006.

Janet Gaynor asked why no one ever used the money last year.

Scott Prescott said his guess would be because they used professional development money.

Steve Coughlan asked about lines 105 and 109 because it said adherence to policy as well.

Scott Prescott said line 109 was covered by a grant last year or they would have paid for it out of this line item.

A motion was made to reduce line item 132 (School Board Equipment) by \$10,000 and increase line 14 (Textbooks) by \$10,000. Janet Gaynor seconded the motion.

Discussion regarding the motion followed. Dr. Jennings said she thought it was extremely short cited to eliminate the School Board Equipment (camera equipment) because it was important for the school board to be visible so members of the public know what is going on in the district.

John Rizzi asked about Mont Vernon's access to the channel. Steve Coughlan said he has spoken to both Leo White and John Schwope and made them aware they need to approach the selectmen.

John Walsh withdrew his motion.

It was agreed board members would provide what they wanted added back into the budget.

Phyllis wanted to add back in the following line items:

Textbooks \$12,403  
Computer Software \$1,980  
New Equipment – Instruction \$6,140  
New Equipment – Technology \$625  
Equipment – Replacement- Instruction \$877

Total Add-Ins - \$22,025

Janet Gaynor said she supports the Level One Cuts

however, she doesn't know if she can support the camera equipment, she would rather direct the money towards education.

John Walsh agreed with Phyllis's add-ins.

Jeanne Ludt added in the following line items:

Field Trips \$1,000

Field Trips – Scholarships \$5,000

Total add-ins \$6,000

Total of all add-ins \$28,025

Discussion of the add-ins followed and it was decided they would remove the following lines:

Computer Software \$1,980

Equipment – Replacement-Instruction \$877

Revised Total of add-ins \$25,168

Board members provided the following reductions in the budget:

School Board – New Equipment \$10,000

Interscholastic Supplies \$10,000

Graduate Course Reimbursement – \$6,000

The impact to the budget with the add-ins and reductions now is (\$832).

A motion was made by Janet Gaynor and seconded by John Walsh to accept the Level One Cuts with the following additions - Textbooks \$12,403, New Equipment – Instruction \$6,140, New Equipment – Technology \$625, Field Trips \$1,000, Field Trips – Scholarships \$5,000, School Board – New Equipment (\$10,000), Interscholastic Supplies (\$10,000), and Graduate Course Reimbursement – (\$6,000). All members of the board voted in favor of the motion and the motion passed.

It was determined the School Board – New Equipment (Camera) will be funded through an alternate source.

Betty Shankel said the revised proposed budget is \$17,072,166.

A motion was made by John Walsh and seconded by Phyllis Thomas to approve the budget of \$17,072,166 for Public Hearing. All members of the board voted in favor of the motion and the motion passed.

Steve Coughlan said at the January 11, 2007, board meeting, they will talk about how they'll present the budget at the Public Hearing.

Betty provided board members with a Draft copy of the Default Budget for FY 2007-2008.

Betty provided board members with a copy of the Deliberative Session Voter's Guide from 2006. Betty outlined what information she needed from the school board as well as the Finance Advisory Committee. Betty said to send the information by January 25, 2007, to Maryanne Buonadonna.

John Walsh moved to adjourn Phyllis Thomas seconded the motion. All board members voted in favor of the motion. The motion passed. The meeting adjourned at 8:45 p.m.

**ADJOURNMENT**