

**MINUTES**  
**SOUHEGAN COOPERATIVE SCHOOL BOARD MEETING**  
**November 15, 2007**  
**Souhegan High School - Annex Room 222**

Present:

Souhegan Cooperative School Board: Steve Coughlan, Jeanne Ludt, Dana Redmond, John Walsh (left at 8:45), Dan Foley and Christine Morley

Administrative Team: Dr. Mary Jennings, Scott Prescott, Kathy Skoglund, Betty Shankel, Amy Sarsfield, Renea Sparks, Kris Gallo and Colleen Meaney

Finance Committee: Pete Stearns, Gail Agans and Marilyn Peterman

Community Council: Lily Amadeo

Minutes Recorder: Karyn Camplin

**I. CALL TO ORDER**

Steve Coughlan called the Board meeting to order at 6:05 p.m.

**II. ANNOUNCEMENTS**

Mary informed Board members that Bill Dod invited all school Board members, teachers and their families to attend the Thanksgiving football game on November 22, 2007 at 10:00 a.m. at home. Bill requested Board members to attend a post game academic and MVP awards ceremony. Mary passed out the tickets she had available. Mary asked Board members to RSVP to Bill Dod at 673-9940 extension 331.

**A. PRINCIPAL'S REPORT:**

Scott gave Board members an update to the theft from the music room. The insurance company will reimburse 80% of replacement cost. John Smith is continuing to pursue the culprits. He does have an ID but the person does not live in town. There was a police officer on duty until the end of the show.

Scott explained that a procedure was broken. The door was left ajar. The door is set to automatically lock at 3:00. The door cannot be unlocked with a keypad. Scott has spoken with everyone who had a key and has not been able to determine who left the door open.

Jeanne asked the value of the personal items that were stolen. It was approximately \$1,200.

John asked why Souhegan was paying for losses instead of parents submitting claims through their homeowners insurance.

Betty explained that one family was reimbursed because the student was told by the person in charge to leave their equipment set up for other students to use and it was stolen.

Scott said students are now required to sign a release form if they leave equipment in school stating the school is not responsible.

Jeanne commented on the potential impact of facilities usage. She said anyone using the facilities should complete a facility usage form. Any usage with potential impact needs to go through the school Board. She will review the policy and possibly suggest amending it.

Dana asked if there are surveillance cameras on premise. Scott explained that there are none in place at this time. Scott is looking into cameras for outside the building.

**B. COMMUNITY COUNCIL REPORT:**

Board members were given a copy of the Community Council Report. There is a proposal to allow suspended students to receive 100% credit for completing assignments instead of 70%. Ted Houlihan is currently allowing students to receive 100% credit.

The funds committee is considering a proposal from the ethics Board requesting \$1,000 or any amount to help build a school in Africa. It meets fund criteria.

The funds committee is also considering a request of \$1,200 from Ted Houlihan to help fund Rachel's Challenge which is an ongoing program. The total cost for the program is \$3,700.

**C. UPDATE ON LITERACY INITIATIVE:**

Mary put it on each agenda but there is no presentation tonight. The literacy coaches are focusing this month on science. In January, they will be working on goals for year 2.

**III. PUBLIC TIME**

Steve asked for comments from the public but none were forthcoming.

**IV. CONSENT AGENDA**

Pulled from the Consent agenda for this meeting were the October 18, 2007 meeting minutes and Donations to Student Activity Fund

### **October 18, 2007 Minutes**

Dan explained that Vanessa Foley did not speak in support of the Sumuski's but instead asked if others involved in the incident would have a chance to speak. Dan also had a different reason for voting in favor that was not reflected in the Non Public minutes. He voted based on the fact the NHS was deemed to be an extracurricular group and did not fall under the policy.

Jeanne said that Bill Dod is replacing uniforms on a schedule and that was left out.

In regards to Policy IHBH, the sentence that reads "all such opportunities must be consistent with high school's mission and Academic Learner Expectations" it should also include graduation requirements. This policy should also include parents are responsible for transportation.

### **Donations to Student Activity Fund**

Jeanne questioned if the payment from the PTA play was from this year or last year. Scott said it was from last year.

Betty explained the activity fund is revolving. When SAU receives donations the Board needs to accept the donation formally with a motion to determine if it will go in the student activity fund or the general fund.

**Motion by Board to approve the Consent Agenda Items as amended. All board members voted in favor of the Motion and the Consent Agenda passed unanimously. (6-0)**

## **V. PRESENTATIONS**

### **A. FY '09 BUDGET - 1<sup>ST</sup> DRAFT:**

Scott discussed the Souhegan High School's current '08 budget, Souhegan enrollment, proposed budget/educational programming, interscholastic, facilities, health insurance, food services, transportation, professional and curriculum development, technology, interscholastic, special education, professional staff comparison, and non-certified staffing comparison. The FY '09 budget has a proposed increase of 2.7%. The primary areas driving the increase are special education, salaries and benefits, interscholastic, replacement technology, transportation, literacy and development.

Jeanne asked if Scott was considering leasing because it will be funded by a default budget.

Scott said he was looking into leasing versus buying. Scott said Kathy White could

attend a Board meeting to answer questions.

Uniforms are purchased out of surplus. The uniforms are replaced for varsity teams and the old uniforms are passed to junior varsity.

Kathy explained the District has an obligation to students until 21 unless they receive a high school diploma.

Jeanne asked for an explanation regarding the decrease of 2 teachers.

Scott explained it is based on projected enrollment numbers. Scott has spoken to coordinators and Colleen and Kris. Scott does not want to increase anxiety of the staff at this point.

Jeanne suggested money in the budget for the possibility of installing security cameras.

Scott explained SAU there may be grant money available for security cameras but it may be a matching grant.

Mary explained SAU does not qualify to receive grants at the state level in regards to drop out prevention.

Betty explained the reduction in food services was due reorganization. She explained there is now a system in place for parents to pay on line and track students choices.

Christine inquired about curriculum revision. Scott said science is the primary focus as well as information, technology, health and wellness.

Scott is looking into the different options available for assessments.

Scott clarified there is a cap of \$10,000 per year for teachers to attend college level classes.

Steve suggested adding to the budget the Comcast renewal. There will be a second educational channel for the town of Amherst. Comcast will turn it on January 1<sup>st</sup> and originate at the town hall. It will be live in Amherst and Souhegan April 1<sup>st</sup>. There is nothing currently in the budget to support equipment purchase. Steve suggests budgeting for equipment next year. Steve explained they were looking to create a non profit between the town, Souhegan and Amherst.

Dana discussed line item #196, care and upkeep of grounds. The consultants suggest to properly maintain the stadium it would require a minimum of \$40,000. Dana suggested looking at all the budget items to see what Souhegan is spending.

Mary suggested clarifying the budget committees.

Steve explained Souhegan does not have a history to break into subgroups. Last year John was the representative. Steve explained the advisory finance model has been effective in past years. John is currently the liaison to the budget committee.

Christine reminded Board members that the finance committee meetings are open.

Scott said he felt this budget was a reasonable operating budget. Scott feels there are no easy cuts left in the budget. This budget increase is reasonably below the inflationary rate. Scott said he had to cut textbooks and a couple of new pieces of equipment from this budget.

Jeanne commended Scott and said there was not much room for the Board to cut.

Mary said Scott did a great job preparing the budget. The PPC contract does not include raises. Hopefully there will be a 1-3 year contract in January 2008.

Scott said there are number of people at Souhegan that are available to meet with the Finance Committee. Scott requested Board members group e-mail questions by category such as technology, athletics, etc...

Steve called the budget discussion closed.

## **VI. ACTION ITEMS**

### **A. POLICIES - 2<sup>ND</sup> READING:**

Safety Related Policies

EB - Safety Program

EBBB - Accident Reports

Jeanne asked what the procedure is if we already have the policy in place. Steve clarified that there would be an amendment.

EBBB- Accident Reports. The question was raised regarding whether or not there was still a policy or procedure in place where teachers whose cars get damaged in the parking lot is the responsibility of Souhegan. This is in the personnel policies.

**Motion made by John to adopt Policy EB amended in totality and EBBB. Dana seconded the Motion. The Motion passed unanimously. (6-0)**

Security Related Policies

ECAF - Audio and Video Surveillance on School Buses

**Motion made by John to adopt Policy ECAF. Jeanne seconded the Motion. The motion passed unanimously. (6-0)**

Transportation Services Policies

EEA - Student Transportation Services

EEAE - School Bus Safety Program

EEAE - Fitness for duty of Bus Drivers and Those Performing Safety Sensitive Transportation Functions

Discussion ensued regarding Policy EEA Student Transportation Services. Mary clarified it is a law. The law protects District to pay outside District costs.

In regards to Policy EEA, in the paragraph Resolution of Conflicts, replace School Business Administrator to read SAU 39.

**Motion made by John to adopt Policy EEA as amended, Policy EEAE and Policy EEAEA. The motion was seconded by Jeanne. The motion passed unanimously. (6-0)**

## **VII. DISCUSSION ITEMS**

### **A. FY '09 Budget**

#### **1. Warrant Articles**

Steve suggested the Board consider the same two warrant articles as last year. The first warrant Steve suggested was to use surplus money to fund the maintenance fund so there is no direct tax impact. Steve suggested the unfunded liability fund as the second warrant article. This fund would also be out of surplus. Steve said the expendable trust committee would be put on the agenda for the next meeting.

Mary said Amherst has decided not to have the facility maintenance as a warrant article because it is confusing to voters.

Betty clarified that there has to be an absolute number for the voters to approve.

In regards to the maintenance fund, Board members discussed whether to include in the

warrant article surplus only or both surplus and taxation. The majority decided on surplus only. We currently have \$43,000 in the account. Last June there was a \$200,000 surplus. This year there is a tighter budget.

It was decided for draft that the warrant would read up to \$55,000.

In regards to the unfunded liability fund, Betty said voters approved \$20,000 last year. After discussion it was decided that the draft warrant would read up to \$25,000.

Dana asked if the actuarial study would end up in a default budget. Betty explained that it would be in a default budget.

## 2. Budget Communications - Jeanne Ludt

Jeanne thanked Scott, Peggy Silva and Colleen Meaney for setting up a point person within the building to gather stories that reflect ways in which Souhegan is outstanding. The articles are being placed in all of the newspapers. Peggy has a column in the Amherst Citizen dedicated to Souhegan.

Mary suggested a television forum.

The Board will continue to produce articles.

Mary told Board members that Amherst has a public forum on warrant articles Wednesday November 28, 2007.

Janet met with PTSA to combine get out and vote campaign with the hope they could help fund information getting to absentee voters and reminder post card. They did not want to commit. It was suggested to look to the Amherst Women's Club and Juniors for funding.

Scott suggested allowing students earn community service hours to make phone calls to voters.

## **B. POLICIES - 1<sup>ST</sup> Reading** Administration Goals Policies

CA - Administration Responsibilities. There were no questions or comments in regards to this policy.

## Safety Related Policies

EBBC - Emergency Care and First Aid. Steve explained Policy EBBC would replace the

current policy. Steve said this policy was delayed because of input from school nurses. Mary explained Souhegan may need to add school physician into Policy EBBC. The current Policy has physicians included.

Instructional Related (Miscellaneous)

IMAH - Health Education - Daily Physical Activity. This Policy is needed to comply with the law. Steve asked the administrators to look at it one more time. The Board recommends the following practices outlined in Policy IMAH but is not responsible for making it happen.

Student Welfare Related Policies

JLCD - Administering Medication to Students. This Policy was modified from the model.

Data Management Policies

EH-Data Management (Public Use of School Records)

EHB - Data Records Retention

EHB-R - Local Records Retention Schedule

Steve explained Policies EH, EHB and EHB-R are state law.

Mary has asked administrators to see what is reasonable and what the current practice is. Mary is also looking in to what is mandated versus what is recommended.

Dana suggested hiring a company to put files on an electronic retrieval system.

Bruce is also looking into electronic data.

General Personnel Policies

GBCD - Background Investigation and Criminal Records Check

Mary passed out the current Souhegan Policy.

Pam and Mary recommend amending the current policy because it provides broader spectrum for criminal background checks.

There are added background checks for volunteers, contracted service providers and school Board members.

Betty explained Souhegan is given assurances from contractors regarding their employees background checks.

## VIII. OTHER

Jeanne asked Dana for an update regarding the pile of dirt. Jim Miner is working on it and is hoping to have it removed by Christmas.

## IX. REVIEW OF MEETING/ADJOURN

It was decided that 20 minutes for the first draft of the budget was not enough time. Board members felt that Scott's budget was presented very well.

John will be the liaison to the Souhegan Advisory Finance Committee. The Souhegan Advisory Finance Committee will have detailed meetings and recommendations for the next meeting.

Jeanne commented that the Board does well regarding time for only meeting once a month.

Scott suggested having a time keeper to stay on track with the agenda.

**Jeanne made a Motion to adjourn and seconded by Dana. Board members voted in favor of the Motion and the Motion passed unanimously. (5-0) The Public meeting was adjourned at 9:05.**

The Board went into Non-Public Session per RSA 91-A:3.