

**MINUTES**  
**SOUHEGAN COOPERATIVE SCHOOL DISTRICT BOARD MEETING**  
**THURSDAY APRIL 17, 2008**  
**SOUHEGAN HIGH SCHOOL-ANNEX ROOM A22**

Present:

Souhegan Cooperative School Board: Steve Coughlan, Dana Redmond, Jeanne Ludt, Dan Foley (left at 7:35), Pam Coughlin, Mary Lou Mullens

Administrative Team: Dr. Mary Jennings, Scott Prescott, Betty Shankel, Kris Gallo, Colleen Meaney, Nicole Heimark

Community Council: Justin Dewaele

Minutes Recorder: Karyn Camplin

**I. CALL TO ORDER**

Steve Coughlin called the meeting to order at 6:03 p.m.

**II. ANNOUNCEMENTS**

**A. PRINCIPAL'S REPORT:**

Board members were given a copy of Scott Prescott's School Board Report dated April 17, 2008. Scott presented Board members with a handout regarding career growth presentations for 2008. All Board members are invited to attend. The meetings are after school at 2:45 and last until approximately 4:00. Scott asked Board members to inform him if they were planning on attending. Scott explained the new walkway is in the idea phase only. Scott will present Board members with the results of the youth risk behavior survey. Scott informed Board members Dan Bisaccio has taken a position at Brown University.

**B. COMMUNITY COUNCIL REPORT:**

Board members were given a copy of the Community Council Report. Justin discussed the Judiciary Board proposal. The judiciary Board would make disciplinary recommendations to the Dean of Students.

**C. LITERACY TEAM REPORT:**

Board members were given a copy of the Literacy Leadership Team Agenda 2/08 handout. In year one, 80% of Souhegan's professional staff will receive at least five hours training in literacy strategies, and will use at least one strategy, as measured by self-reporting and/or peer observation. Scott has observed the teachers are more conscious of the literacy initiative and have gained consistency. Scott said Souhegan is in the process of developing the 2<sup>nd</sup> year literacy goal and will have a plan in place by the end of the year.

### III. PUBLIC TIME

There were no comments from the Public.

### IV. CONSENT AGENDA

The A.1. March 20, 2008 Minutes , A.2. March 27, 2008 Minutes, B.4. Donations to Student Activity Account and B.5. Student Activity Fund Report were pulled from the Consent Agenda.

**Consent Agenda B.1. Treasurer's Report, B.2. Manifest, B.3. Transfers were approved.**

#### **A.1. March 20, 2008 Minutes:**

On page 53 the following changes will be made: the sentence that reads *Jeanne will be the second Board member* will be replaced with *Jeanne will be the second signer*. Jeanne Ludt and Christine Janson's names will be added to the Publicity & Communications Committee and Steve Coughlan's name will be added to the Technology Committee. The spelling of *Utube* will be changed to *YouTube*.

**A motion was made by Pam to accept Consent Agenda item A.1. March 20, 2008 Minutes as amended and seconded by Dan. The motion passed unanimously (5-0).**

#### **A.2. March 27, 2008 Minutes:**

On page 2 the sentence that reads *Jeanne Ludt told board members she would like to nominate Janet Gaynor* will be replaced with *Jeanne Ludt told board members she would like to nominate Janet Gaynor to replace Mary Lou Mullens who is becoming the school board representative*.

**A motion was made by Pam and seconded by Jeanne to accept Consent Agenda item A.2. March 27, 2008 Minutes as amended. The motion passed unanimously (5-0).**

#### **B.4. Donations to Student Activity Account:**

In reference to the student activity account printout, Jeanne pointed out a donation from the Amherst Soccer Club in the amount of \$842.20 was placed in the girl's and boy's lacrosse fundraiser account. Betty will review this. Betty stated the Eastern Michigan Fund will be removed from the student activity account and placed in the general fund.

**A motion was made by Jeanne and seconded by Dana to accept Consent Agenda item B.4. Donations to Student Activity Account as clarified. The motion passed unanimously (5-0).**

**B. 5. Student Activity Fund Report:**

Jeanne asked for clarification of the printout because it was not formatted. There was no vote because the report was for informational purposes.

**V. PRESENTATIONS**

**A. Marina Capen -2007-08 Siemens Award:**

Marina Capen was the recipient of the Milken National Educator award. Scott said this award recognizes Marina's outstanding abilities as a teacher Frank Gardner presented Marina with the award on behalf of the Siemens Organization. There is one teacher per state chosen for this award.

**B. Senior Project Proposal - Compost Bin:**

Rachel Brooks, presented Board members with a proposal for composting cafeteria waste. Souhegan High School currently recycles paper and plastic. The cafeteria currently uses biodegradable plates. She proposed the Earth Tub for composting which is designed specifically for schools. The Earth Tub has a three cubic yard capacity, continuous composting, minimal need for bulking agent, short time for mixing/loading, insulated for cold weather and odor control system. The Earth Tub would require organic waste materials to be loaded through a hatchway in the cover. It would periodically need a bulking agent added to ensure moisture levels. Someone would have to turn on the auger motor and rotate the cover twice to shred and mix organic material at least two times per week. The waste reduction is typically 70% or higher. The initial investment would include the machine at \$9,650, the shipping cost of \$1,895.00, installation and extras such as bins and fences. Rachel projected the initial purchase and shipping to be paid off in 16 years. There would also be a daily cost of manual labor and electricity. The Earth Tub produces humus (soil) which can be sold. Rachel proposes placing the Earth Tub at the northwest corner of the annex because there is road access and it is located near the cafeteria. Rachel asked Board members for suggestions and recommendations. Board members said it was a great idea. Jeanne suggested the idea of a grant. Dana suggested obtaining how much revenue could be generated by selling the soil. There was also concern regarding the cost of electricity, being dependent on students to use correct recycling containers, the 16 year payback period and who would operate the machine.

**C. Quarterly Report - 3<sup>rd</sup> Quarter:**

Betty informed Board members the savings from electricity, employee benefits and fuel did not keep up with the unanticipated expenditures for Special Education. Betty stated one option is to investigate the emergency catastrophic aid given by the state. The state

does not reimburse expenditures until the following year. There is an expendable trust in the amount of \$228,000 for unanticipated special education costs. There would need to be a public hearing as late as June for approval to use money from this fund. Betty will check with council regarding the wording *not to exceed a specific amount* is allowed.

There is currently a freeze on spending. Scott will need to approve all expenditures and services.

**D. Extended Learning Opportunities Policy/Virtual High School:**

This is the second reading of Policy IHBH. Colleen presented Board members with a handout which incorporated the Board's suggestions. Students are required to complete a request in advance. Ultimately students receive approval from Kris or Colleen. Many programs are at no cost to students. Scott stated that courses taken outside Souhegan High School are generally not paid for by Souhegan.

**A motion was made by Jeanne and seconded by Mary Lou to adopt policy IHBH. The motion passed unanimously (5-0).**

Mary stated the virtual high school began approximately five to six years ago in South Dakota because the schools were not large enough. The virtual high school at Souhegan was up and running in January. Kris explained the virtual high school offers a variety of courses ranging from credit recovery through advanced placement. The courses offer full year credits. The course duration ranges from an accelerated track through 5 months. Currently, there is no charge for participating students in the program. Students can gain access through school or laptops. Counselors have made students aware of the program.

**VI. ACTION ITEMS**

**A. 2008-09 School Calendar:**

Mary stated the Souhegan Cooperative School Board is the last to approve the school calendar before it is sent to the commissioner. At the request of parents, the Jewish holidays have been recognized. If there are no snow days Souhegan will end on June 15, 2009. The graduation date would be June 12, 2009 but is subject to change. There was concern regarding November 4<sup>th</sup> 2008 election day traffic at dismissal. Scott explained the benefits of having the school remain open on election day. This past March, police officers were present at Souhegan to help direct the traffic flow during voting.

**A motion was made by Jeanne and seconded by Pam to approve the 2008-09 school calendar. The motion passed unanimously (4-0).**

**B. Future Snow Day Alternative:**

Mary has asked the Board to grant advanced permission to add minutes to the school day in the event of a future snow day. This would enable Souhegan to keep the set graduation date.

**A motion was made to approve the superintendent's recommendation for future snow day alternative and seconded by Mary Lou. The motion passed unanimously (4-0).**

**C. Facilities Expendable Trust Committee - appointments:**

Dan did not have a name for the Mount Vernon alternate.

Dana recommended Paul McPhee as the Amherst alternate. There were no objections.

Steve announced Fran Harrow is the Advisory Finance liaison.

Steve recommended Dana as the chairman. There were no objections.

It was decided the terms for appointed members of the public would be determined at the first meeting.

**D. School Start Time Committee-Charge and Membership:**

Jeanne, Pam and Mary Lou presented Board members with a handout regarding a later start at Souhegan High School. Mary suggested the committee say a later time rather than a specific time to allow flexibility. The committee would like to gather information regarding teacher and bus contracts. There is a goal to create a short survey to give the parents at the start of school. Steve suggested making Colleen a point of contact. Mary stated Colleen could update the administrative team members. There was concern the committee makeup was too large. It was suggested to identify certain meetings and invite faculty or athletic director. Kris suggested including a union representative. It was decided the late start is currently a study group, therefore the meetings do not need to be posted.

**E. Policies - 2<sup>nd</sup> Reading:**

AC - Non Discrimination

Mary reviewed the law and made the suggested revisions.

**A motion was made by Pam and seconded by Mary Lou to adopt policy AC. The motion passed unanimously (4-0).**

**VII. DISCUSSION ITEMS**

**A. Lease Agreement with Town of Amherst:**

Betty presented the lease agreement to the Board members. The agreement has been in place since 1985 and is currently up for renewal. Discussion ensued among Board

members regarding the Lease Agreement with the Town of Amherst. Betty will adjust the wording on page 2 for a. ownership and d. improvements. Betty will present a final draft at the next Board meeting for approval.

**B. Literacy Initiative - Measurable Student Goal FY09:**

The literacy agreement was discussed earlier in the meeting.

**C. Policies - 1<sup>st</sup> Reading:**

Discrimination and Discipline Policies

ACE - Right of Disabled/Handicapped Persons

KED - Grievance Procedure for Section 504 Complaints

Admission of Students

IKE - Promotion and retention of Students

JCA - Change of School or Assignment

JEC - Manifest Educational Hardship

JFAA- Admission of Students

JFABD - Admission of Homeless Students

JG - Assignment of Students to Classes & Grade Levels

There were no objections regarding these policies.

**VIII. OTHER**

Pam asked when the information regarding the Sixth Saber award was needed. Jeanne said she would check.

**IX. NON-PUBLIC SESSION -RSA 91-A:3, II (a)**

**A motion was made by Pam and seconded by Mary Lou to go into non-public session RSA 91-A:3,II (a). The motion passed unanimously (4-0) at 9:07 p.m.**

The superintendent presented her recommendations for renewing contracts to the administrators whose contracts expire in June 2008.

**Dan Foley made the motion to exit the non-public session at 9:30 p.m., Jeanne Ludt seconded and the vote was unanimous.**

**Dan Foley made a motion to accept the Superintendent's proposal to extend Deans of Faculty Kris Gallo and Colleen Meaney two year contracts through June 2010, with the first year salary as proposed in the adopted 2008-2009 budget. Jeanne Ludt seconded. There was no discussion. Motion passes unanimously.**

**Pam Coughlin made a motion to adjourn the meeting at 9:45, Jeanne Ludt seconded, and the vote was unanimous. Meeting adjourned.**