

**MINUTES**  
**SOUHEGAN COOPERATIVE SCHOOL DISTRICT BOARD MEETING**  
**THURSDAY JUNE 19, 2008**  
**SOUHEGAN HIGH SCHOOL-ANNEX ROOM A22**

Present:

Souhegan Cooperative School Board: Steve Coughlan, Dana Redmond, Jeanne Ludt, Christine Janson, Mary Lou Mullens

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

Minutes Recorder: Karyn Camplin

**PUBLIC HEARING FOR EXPENDABLE TRUST**

Steve called the public hearing meeting to order at 6:06 p.m. Steve explained a public hearing is required by law before transferring funds from an expendable trust. Betty informed board members in March of 2001 an expendable trust fund for educationally handicapped students was formed. The expendable trust fund currently has approximately \$230,000.00. Betty explained it is quite likely there will be an over expenditure due to unforeseen special education costs this year. Betty requested a motion to take up to \$197,187.00 for the unanticipated special education costs. Kathy and Betty are working together to get a more accurate number. Betty speculates the approximate cost will be \$50,00.00. Betty said revenues can not be used for expenditures. Betty explained catastrophic aid will come in next year as revenue. Betty told members that catastrophic aid revenues can be used to fund the trust by warrant article. Betty explained if Souhegan did not have an expendable trust Souhegan would have ended up with a deficit and she would have to write letters to the commissioner and it would go on next years tax rate by a vote.

Steve closed the public hearing for expendable trust at 6:20 p.m.

**I. CALL TO ORDER**

Steve Coughlan called the regular meeting to order at 6:20 p.m.

**II. ANNOUNCEMENTS**

**A. PRINCIPAL'S REPORT:**

Board members were given a copy of Scott Prescott's School Board Report dated June 2008. There were no comments or questions pertaining to the report.

**B. COMMUNITY COUNCIL REPORT:**

No community council student member was present. There was no community council report.. Mary Lou Mullens reported the judiciary proposal passed. The dress code proposal was tabled until the next school year. The community council had a meeting to

set the agenda for the next school year.

**C. SHS GRADUATES REPORT:**

There were no comments or questions pertaining to this report.

**D. COMMITTEE REPORTS:**

**Later start committee:** Jeanne reported the group has met with Jeff Wing and Bill Dod who are the athletic directors at AMS and Souhegan High School. They discussed several variables including adjusting schedules. The group would like to meet with First Student and the Amherst Recreation Department. Jeanne said a survey went out to faculty on Angel regarding students behavior in the first periods. Teachers were also asked how a later start will impact them. The group is working on a short survey for parents to complete at registration.

**Expendable Trust Committee:** Dana reported Souhegan High School could save approximately \$10,000.00 per year if the irrigation was connected to the river. The connection would need approval because 40 feet of the pipe would be on conservation land.

**III. PUBLIC TIME**

Steve invited comments from the public but none were forthcoming.

**IV. CONSENT AGENDA**

The A. Minutes - May 22, 2008 were pulled from the consent agenda.

Betty explained the copier lease in the consent agenda has more appropriate language for the school district. Betty showed the lease to the attorney and insurance company.

**The Board adopted Consent agenda items B.1. Treasurer's Report - May 2008, B. 2 Manifest, C. Copier Lease and D. Donation of Equipment.**

**A. Minutes**

Changes to the minutes were made by the Board.

**Motion to amend the May 22, 2008 minutes was made by Jeanne and seconded by Mary Lou. The amendments to the minutes passed unanimously (4-0).**

**V. PRESENTATIONS**

Nicole Heirmarck, Scott Prescott and Peggy Silva presented Board members with 2007-2008 Literacy Goal Results for Souhegan High School. Nicole provided Board members with background information regarding the literacy goal. SAU 39's 5 year goal states each student will demonstrate improved performance in all subject areas as measured

annually through multiple assessments, by focusing on reading and writing across the curriculum.

A slide was presented that compared 2006 reading area district results for NECAP. Nicole said the results were solid but felt the district could do better. Nicole said an analysis of district data revealed weakness in reading comprehension.

Nicole showed a slide entitled Narrowing Focus to Reading. It said 110+ students of 835 were in special reading instruction classes at the Middle School for the 2006-2007 school year. Nicole explained research has shown that reading has a direct effect on all subject areas. Nicole also said research demonstrates improved reading results in improved students writing.

A slide was presented entitled Planning Common PD for all Staff across SAU 39. Nicole explained these strategies were developed from the book Strategies That Work by Stephanie Harvey and Ame Goudvis. Nicole said this book focuses on reading comprehension that teachers K-12 can use. Nicole explained it establishes common language and practice through all grade levels.

Nicole explained Strategies That Work identifies 6 metacognitive reading strategies which are:

1. Activate prior knowledge and connect
2. Ask questions
3. Draw inferences
4. Visualize
5. Determine importance.
6. Summarize and synthesize

Scott presented the slide entitled Did we achieve our goal? Scott said over 94% of staff completed five or more hours of professional development in literacy strategies through in-service days, staff meetings, department meetings, CFG meetings, career growth projects, team meetings and individual work with literacy coordinator and/or consultant.

Peggy Silva presented the slide which showed feedback from staff. Peggy explained 57 teachers spent time at the writing/literacy center last year compared with 221 teachers this year. Over 80% of the Souhegan High School staff used one or more new literacy strategy in class measured by classroom observations and self reporting. The observations from data showed the staff embraced focus on literacy, staff found small group work most useful, several career growth projects are focused on reading literacy, staff are using a variety of reading strategies in the classroom and are trying new techniques in class.

Scott highlighted the draft year 2 goals:

**\*Administration:** by June 2008, 50% of the students in grades 9 and 10 will meet or exceed their individual NWEA target goals as measured by a September and June administration of the math and reading NWEA assessment.

**\*English and Social Studies:** students will be introduced to 10 new vocabulary terms per unit; 60% of students will meet expectations on vocabulary assessments.

**\*Mathematics:** fifty percent of 9<sup>th</sup> and 10<sup>th</sup> grade students will meet their mathematics target growth as measured by a September and June administration of the Math NWEA assessment.

**\*Information Literacy:** by the end of the 2008-2009 school year, 80% of all sophomores will identify appropriate sources of information from a range of possible choices at a level that meets expectations (measured by rubric). By the end of the 2008-2009 school year, 80% of all sophomores will properly evaluate websites at a level that meets expectations (measured by rubric).

**\*Technology:** 80% of the sophomore class will complete their ICT literacy portfolio by the end of sophomore year.

**\*World Language:** 75% of all students will also demonstrate integrated comprehension of cultural issues expressed or implied from these reading sources at or above the proficient level, again, based on assessment appropriate rubric.

Scott stated the draft goals will change to final in September.

Future plans will include:

\*develop a packet of literacy strategies focused on reading analysis and synthesis

\*review literacy team composition and make any necessary adjustments

\*plan professional development for 2008-2009

\*train staff in data analysis and interpretation

## VI. ACTION ITEMS

### A. Expendable Trust Authorization:

**A motion to expend no more than the amount needed to balance FY '08 expenditures with FY'08 voted appropriations from the expendable trust fund for educationally handicapped students was made by Dana and seconded by Mary Lou. The motion passed unanimously (4-0).**

### B. Science Curriculum Adoption:

Curriculum coordinators presented the science curriculum at the May 29, 2008 SAU board meeting.

**A motion was made to approve the science curriculum K-12 as presented by the science curriculum committee by Christine and seconded by Mary Lou. The motion passed unanimously (4-0).**

**C. Recreation Lease:**

Betty told board members every requested changes have been made in the lease. The Amherst Board has approved the lease. The board of selectmen's attorney has given approval.

**A motion to approve the recreation lease was made by Dana and seconded by Mary Lou. The motion passed unanimously (4-0).**

**D. Appointment of Auditor:**

Betty made a request to hire an auditor. Betty sent out 17 bids to audit firms and received 2 responses. One response was from Souhegan's current firm of Melanson and Heath. The second firm had very little experience in the past ten years. The Amherst and Mount Vernon boards appointed an auditor for two years. Discussion ensued regarding the management letter. Betty told board members she does see the draft letter and can make any corrections.

**A motion was made to approve hiring Melanson and Heath for the next two fiscal years was made by Jeanne and seconded by Dana. The motion passed unanimously (4-0).**

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

Instructional Policies

IF - Instructional Approach

IHAK - Character and Citizenship Education

IHBBA - Limited English Proficiency Instruction

IHCA - Summer Activities

IJO - Community Resources

IJOC - Volunteers

IKB - Homework

IL - Evaluation of Instructional Programs

ILBA - Assessment

Revenues & Non-Tax Sources

DFA - Investment

Data/Record Retention

EHB - Data Records Retention

EHBR - Retention Schedule

Policy JFAB - Admission of Tuition and Non-Resident Students was moved to the action

items. Mary said this policy has been approved at the SAU level. She explained it was important for this board to vote because of 2 potential grand fathered freshmen for next year under the current policy. Mary encourages the board to adopt this policy because she will have to notify personnel by July 15, 2008. There is a financial risk with each non resident student who is present if the current policy stays.

Scott added some staff members raised serious concern regarding this policy and would have liked to have been notified.

Mary stated this policy was not part of the union contract. The personnel policy committee was not notified. Mary will change Amherst to Souhegan in this policy.

**A motion to adopt policy JFAB - Admission of Tuition and Non-Resident Students was made by Jeanne and seconded by Mary Lou. The motion passed unanimously (4-0).**

Instructional Policies IF, IHAK, IHBBA, IHCA, IJO, IJOC, IKB, IL AND ILBA. A team will revise and personalize these policies over the summer. The board will adopt all of these policies as now written to get through the Department of Education's June 30, 2008 deadline.

**A motion was made to adopt policies IF, IHAK, IHBBA, IHCA, IJO, IJOC, IKB, IL AND ILBA as proposed by Jeanne and seconded by Mary Lou. The motion passed unanimously (4-0).**

**A motion was made to approve policy DFA by Dana and seconded by Jeanne. The motion passed unanimously (4-0).**

Policy EHB is required by law. Mary stated the records have not been transferred electronically at this time.

**A motion was made to adopt policy EHB by Dana and seconded by Jeanne. The motion passed unanimously (4-0).**

## **VII. DISCUSSION ITEMS**

### **A. Board Self Assessment:**

Mary provided board members with a handout entitled Board Self-Assessment. It showed the results from the assessment survey. Mary said the results will help with the board's August workshop.

Christine said the packets for the board meetings were not given out enough in advance. She suggested having the presentations included in the board packets. Mary said she will

try to get the information ready sooner.

Jeanne said the packets include more up front information now than in the past.

The survey showed two extremes regarding the meeting length. Some members felt there wasn't enough time and others felt the meetings went too long. Steve suggested having more individual committees to go further into depth.

Mary stated she is trying to target the SAU meetings more district wide.

Mary also stated the board will be setting goals at the August meeting and could use those goals to create an agenda throughout the year.

Mary said the SAU meeting next week will review the goals of each district and the SAU to determine whether the goals were achieved. The SAU board and administrators will be determining the SAU goals for next year. Each district will use the SAU goals for the goal setting meeting in August.

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

IJ - Instructional Materials

JICD - Student Council, Discipline and Due Process

KB - Title 1 - Parent Involvement in Education

EGA - School District Internet Access for Students

EGAD - Copyright Compliance

EHAA - Computer Security, e-mail and Internet Communications

Nicole told Board members we do have Title 1 funds.

There will be a second reading in August.

**VII. OTHER**

Steve informed board members Channel 21 is the Amherst Educational channel. It replays the Amherst School Board meeting two hours a day and mirrors the community board for twenty two hours per day.

Mary recognized that this is Kathy Skogland's last Souhegan High School meeting.

**A motion was made to adjourn the meeting by Mary Lou and seconded by Christine. The motion passed unanimously (4-0). The meeting adjourned at 8:50 p.m.**