MINUTES
SOUHEGAN COOPERATIVE SCHOOL DISTRICT BOARD MEETING
THURSDAY May 22, 2008
SOUHEGAN HIGH SCHOOL-ANNEX ROOM A22

Present:
Souhegan Cooperative School Board: Steve Coughlan, Dana Redmond, Jeanne Ludt, Dan Foley, Christine Janson, Pam Coughlin, Mary Lou Mullens
Administrative Team: Dr. Mary Jennings, Scott Prescott, Betty Shankel, Kris Gallo, Colleen Meaney, Kathy Skoglund, and Nicole Heimarck.
Intern: Amy Tarallo
Faculty: Lisa Kent
Minutes Recorder: Christine Janson

I. CALL TO ORDER

Steve Coughlan called the meeting to order at 4:05 p.m.

II. ANNOUNCEMENTS

A. PRINCIPAL'S REPORT:

The incorrect principal's report was included in the packet for board members. Scott Prescott will email the correct one.

B. SCSB COMMITTEE REPORTS

Later start Committee: Pam Coughlin reported the group has met twice, once with a presentation by a group of ninth graders. The group is waiting for feedback from the athletic directors. The next meeting is TBD.

Recreation Committee: Dan Foley reported that starting next month, the group will have seven members, three non-voting. At the next board meeting, the board will have to approve lease agreement.

Policy Committee: Pam Coughlin reported that Howard Brown from Mont Vernon will be the new chair.

Expendable Trust Committee: Dana Redmond reported that they are waiting to hear from Jim Miner (probably in the next month or so).

C. COMMUNITY COUNCIL:

No Community Council student member was present. Mary Lou Mullens reported that they are still working on the Judiciary Council and changes continue to be made at each meeting. They have taken out peer mediation from the proposal. Proposal has not yet been voted on.

Other: Mary Jennings noted that she is organizing an inter-district study committee. This is one of her goals. Any board member interested in serving with her on this committee should contact Mary.

III. PUBLIC TIME

No members of the public present.

IV. CONSENT AGENDA

A motion was made to accept Consent Agenda items: A. Minutes 1. April 17, 2008, B. Budget 1. Treasurer's Report, 2. Manifest. D. Nominations, E. Resignations, C. Music Instrument Lease

LESSEE RESOLUTION

RE: Municipal Lease Agreement dated as of May 22, 2008, between Ocean Bank (Lessor) and Souhegan Cooperative School District (Lessee) ("Agreement")

At a duly called meeting of the Governing Body of the Lessee held on May 22, 2008 the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Lessee as follows:

1. **Determination of Need**. The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of the Agreement referenced above.
2. **Approval and Authorization**. The Governing Body of Lessee has determined that the Agreement, substantially in the form presented to this meeting, is in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement on Lessee's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any escrow agreement, necessary to the consummation of the transaction contemplated by the Agreement.
3. **Adoption of Resolution**. The signatures below from the designated individuals from the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

Authorized Individual(s): Mary A Jennings, Superintendent; (Signature) Steve Coughlan, Chairman; Attested By: Jeanne Ludt, Vice-Chairman

V. PRESENTATIONS

A. ADEQUATE YEARLY PROGRESS (AYP) RESULTS

Nicole Heimarck presented in Souhegan Cooperative School District's 2008 AYP results. Nicole explained that a district can make AYP in one of three ways: by meeting the target index, by looking at your confidence interval, or by safe harbor (when the target is missed but enough progress has been made). Starting points for grade 11 are for 2008 are 84 for reading and 58 for math. SHS scores are 94.0 for reading and 70.6 for math. For the educational disabled group, the scores are 81.5 for reading and 44.0 for math. Target goals are: 2009-20010 89 for reading and 72 for math, and by 2013-14, the goal is to be at 100. Basic calculation for AYP includes graduation rate, participation rate, and performance for the school and each subgroup. Nicole noted that we are tracking demographic changes in our communities through AYP data. Nicole also noted that AMS has improved some of their subgroup results by changing test operatives.

Jeanne Ludt asked if the goal of 100 by 2013-14 was realistic. Nicole said that most people feel that it is not a realistic goal.

Dan Redmond asked about the targets. Nicole stated that they are determined by the state. She reminded the group that even if you miss the target, you can still make AYP if you make progress.

Steve Coughlin asked what these results mean in terms of changes for next year.

Scott Prescott said that AYP gives only general guidelines. They are looking at NECAP (which give strands) plus PSAT scores to give an indication on how to improve and determine goals.

Kathy Skoglund noted that the scores of special needs students are very dependent on whether or not these students have access to the general curriculum. Those who do, tend to perform better on these tests.

Nicole noted that there is a concern statewide about the math scores for the educational disabled group.

B. REPORT ON 2007-2008 ADVISORIES

SHS faculty member and advisory coordinator, Lisa Kent, reported on advisories. Advisory is one of the main ways that kids are known on a personal level at SHS. Lisa took a comprehensive look at advisories. 100 faculty members were interviewed about the program. This info was put together with research and best practice info as well as a look at Alan Gordon's work. Alan was the advisory coordinator for many years.

Three goals wee agreed upon: advisories should take ownership of the school through community service/council; there should be common norms/framework of what should be happening in advisories in a grade level; advisors should be taught how to plan an advisory. The action plan consisted of professional development meetings, student-centered meetings, deprivatizing work (features, articles, etc.), and rewards.

In June, the advisories will be assessed through surveys (parents, students, and advisors), interviews, and feedback. The hope is that by improving advisories, the students will feel better connected to the Mission Statement, have improved learner expectations, have greater adherence to the Souhegan Six, and improved academic performance. It is hoped that the advisors feel better prepared and supported, advisories have better balance and more personalization, and the school has a better sense of community.

Jeanne Ludt noted that she was pleased to see a review of advisories but still missing is the obligation that the advisors have to parents – communication is lacking.

Lisa Kent noted that the advisors are aware of this.

Scott Prescott commended Lisa on the job she's done with advisories.

Mary Lou Mullens noted that phone calls home from advisors are an excellent idea. She also noted that at Community Council, it has been noted that the sense of 'community' has become less due to the size of the school. Maybe the work to improve advisories will help this.

V1. ACTION ITEMS

POLICIES: SECOND READING

A motion was made by Dana Redmond and seconded by Dan Foley to approve all policies listed for second reading:

Discrimination and Discipline Policies

ACE - Rights 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

Jeanne Ludt asked if we meet with incoming students (JFAA last sentence). Colleen Meaney said that yes, we do.

Motion unanimously passed.

VII. DISCUSSION ITEMS

A. CONCERNS – ATHLETIC DEPARTMENT

Steve Coughlin said that Jeanne Ludt raised some issues around the interaction of parents, athletes, and coaches, and now that we will have a new AD and Dean of Students, it may be a good time to address these. Steve asked if the board wants to address this or send it to the Principal.

Dan Foley thought it was a great time to address this and a great idea. Dana Redmond agreed and asked who sets direction. Mary Jennings said that the board makes policy, setting direction. The NHIAA has lots of policy in place as well. Steve Coughlan said that the board makes policy and the administration sets procedures. Pam Coughlin said that we should go ahead and look at the issue. She suggested that we use the new policies the board has recently approved to make sure that everything is updated for athletes and

parents. Mary Lou Mullens agreed that it was a good idea to clarify the relationships among parents, students, and coaches.

Steve Coughlan noted that the new AD and Dean come on board July 1 and have a busy summer. Steve proposed the following: 1. Form a committee of the school board to offer guidance and by the next school board meeting, have a list of concerns, where we are, where we'd like to be, and suggestions. These would be outlined in a written document. Steve asked if all board members would come to a special meeting to address this issue. All agreed.

Mary Jennings cautioned that new administrators need to take 4-6 months to get an understanding and can't make changes immediately. Jeanne Ludt said she didn't expect things to happen immediately, but the goal is a review if the situation. Scott Prescott said that there are number of suggestions already and some of the issues are presently being addressed, and these may take care of many of the concerns. Mary Jennings said that one recommendation to the new AD would suggest access to people in an objective way (focus groups, for example).

Steve Coughlin said he would work to set a date for a 'work session of the board and administrator.

B. POLICIES – 1ST READING

Instructional Policies

IF – Instructional Approach: no discussion
IHAK – Character and Citizenship Education: Jeanne Ludt suggested we personalize this policy by adding the Souhegan Six. Mary Jennings asked Jeanne to send a draft of the insertion to the policy committee.
IHBBA – Limited English Proficiency Instruction: no discussion.
IHCA – Summer Activities: note that the word 'activities' is misspelled.
IJO – Community Resources: no discussion.
IJOC – Volunteers: no discussion.
IKB – Homework: no discussion.
IL – Evaluation of Instructional Programs: Nicole Heimarck noted that we do this evaluation in several ways, including our cyclical look at curricula.
ILBA – Assessment: Jeanne Ludt said we should be sure that exhibitions are included in this policy. Scott Prescott noted that we do not currently do what this policy says and we may not even know all the details. Jeanne suggested that AP exams and NECAP be given on different weeks. Scott noted that this is out of our control. Nicole said that the Dept. of Education recognized the conflict but could not change things.

Revenues & Non-Tax Sources

DFA – Investment: no discussion.

First Reading Complete

C. JFAB – NON-RESIDENT TUITION POLICY

Mary Jennings passed out the latest version of this policy as it appears on the Angel site, and asked the board to please vote on this at the June meeting. Steve Coughlan summarized the situation noting that today the only students we accept from out of district are children of staff. The proposed policy would allow out of district students only with a signed agreement between our district and the sending district, with the sending district agreeing to pay any special ed costs, if they become necessary.

Dan Foley asked about us negotiating with the sending district, but Mary Jennings noted that our district would generate the ed. plan. Kathy Skoglund explained that because the interpretation of the standards are loose and broadly interpreted that ed. plans can vary greatly from district to district.

Dana Redmond asked if the current out of district students are automatically grandfathered and Mary Jennings explained that each year a new letter is required asking for placement in our district.

There are currently a total of eight students in K-12 who are from other districts. Mary Jennings recommended that we grandfather in these students and if necessary, try to get the funds.

Jeanne Ludt asked for some formatting changes (JEANNE – PLEASE PROVIDE)

Steve Coughlin said we should be ready to vote on this at the June meeting.

VIII: NON-PUBLIC SESSION RSA 91-A:3, II (a)

NO NON-PUBLIC SESSION.

IX. OTHER

Mary Jennings explained that there are retirement benefits offered to those who qualify (10 or 15 years service, notice of 18 months prior to retirement, before June 30, and no more than five granted this benefit in a given year). There is a faculty member at SHS who missed the January 1 deadline, but would like to retire with these benefits. He is retiring for family health reasons. Mary Jennings asked that we consider an exception to the rule and grant this faculty member these benefits.

Betty Shankel said that we may have to go into 2009 funds for this, but we should still be OK since salaries will be lower in 2009. Jeanne Ludt expressed concern that we are setting a precedent and going around the policies. Steve Coughlin suggested we amend the policy so we can be more flexible. He suggested going to the PPC with the following criteria for exceptions:

- if there are less than 5 staff members being granted this benefit
- if there is money in the following year's salary account
- if the Principal recommends it in the best interest of the school.

Dana said we should work to eliminate any exceptions.

A motion was made by Dana Redmond and seconded by Dan Foley to accept the retirement of Bruce Shotland and waive the notification deadline, granting him the full benefits. Motion passed.

X. Review of Meeting/Adjournment

A motion was made by Dana Redmond and seconded by Dan Foley to adjourn. Motion Passed. Meeting adjourned at 6:12 P.M.