

MINUTES
SOUHEGAN COOPERATIVE SCHOOL DISTRICT BOARD MEETING
THURSDAY DECEMBER 2, 2010 6:00 P.M.
SOUHEGAN COOPERATIVE HIGH SCHOOL INFO CENTER

Present:

Souhegan Cooperative School Board: Howard Brown, Steve Coughlan, Pim Grondstra, Fran Harrow, Chris Janson, Jeanne Ludt, Mary Lou Mullens

Administrative Team: Jon Ingram, Dr. Mary Jennings, Betty Shankel, Colleen Meaney, and Renea Sparks

Budget Advisory: John Rizzi, Gail Agens, Pete Stearns, Andrea Baever, and Mary Mahar

Committee Council: Scott Doyle

Minutes Recorder: Melissa Spicer

Mr. Coughlan called the board meeting to order at 6:05pm.

I. CALL TO ORDER

Principal's Report

II. ANNOUNCEMENTS

Ms. Janson asked for an update on the communications committee.

The committee representative said that they had sent out an email survey to staff and will draft an email protocol, which should be finalized by holiday break. He stated that the first priority is to be more efficient in communication methods and to try to reduce the number of emails teachers receive.

Community Council Report

Scott Doyle said that Regina Sullivan asked for funds to liven up the cafeteria by putting up photography photos. This was tabled until next meeting.

Mr. Doyle said the community council had been organizing the semi-formal dance on Saturday night and that the expected attendance was high. He also said that students could bring 5 canned goods for SHARE and get \$3 off their tickets.

Committee Reports

Mr. Coughlan asked if anyone had any reports and no one did. He then updated the board on his trip to Fall Forum in San Francisco. He noted that the Coalition is in financial trouble and are doing fundraising.

III. PUBLIC TIME

Mr. Coughlan asked if there were any comments from the public, however there were none.

Minutes

IV. CONSENT AGENDA

The board pulled the October 16th and November 4th minutes.

Howard Brown made a motion to approve the October 16th minutes as amended. The motion was seconded by Fran Harrow. The minutes were adopted as amended unanimously (7-0-0).

Mary Lou Mullens made a motion to approve the November 4th minutes as amended. The motion was seconded by Fran Harrow. The minutes were adopted as amended unanimously (7-0-0).

The Consent Agenda containing the treasurer's report and manifest was adopted.

Auditor's Report

V. PRESENTATIONS/REPORTS

Jared Vartanian presented the auditor's reports. He said the difference this year from last is that there is a requirement for Federal A133 compliance if spending is more than \$5,000 in Federal funds. He found no compliance issues.

Mr. Vartanian said that the budget was under spent by \$203,000. He said that most important to the board was the \$32,000 increase on the general fund from the previous year. The district used \$286,000 to offset the tax rate.

Overall, he complimented the finance staff and said the bookkeeping was well organized.

FY12 Budget- Draft 2

Dr. Jennings said this budget is an increase of .18%.

Ms. Shankel went over budget changes. She noted increases due to insurance and retirement benefits totaling \$243,000. Without these benefit increases, the budget would decrease by 1.15%.

The GMR on health insurance is 8.7%. Ms. Shankel had originally estimated 10%. The GMR on dental is 4.5% and was originally estimated at 5%. She also said she averaged the costs of legal services

over the past four years to come up with the budgeted amount of \$13,000.

Ms. Shankel added that interscholastic travel had been included in this draft.

Mr. Coughlan noted that the increase in the general operating fund is only .05%.

Dr. Jennings explained that the amount of money for Special Education has decreased significantly, which has helped keep this budget so low.

Ms. Shankel reminded the board that this budget does not yet include an agreement with the PPC.

Dr. Jennings discussed how the state will be receiving funds for job creation and will be keeping some to fund adequacy aid for schools. An estimate of that number is \$78,805, shown in line 3290 of the budget.

Ms. Shankel added that the state does not give Cooperative Districts splits and planned to have the numbers by the end of December.

Mr. Brown said he was on the Food and Transportation Committee and discussed the idea of having a transportation fee in an effort to cut the number of school buses.

Ms. Harrow stated she was on the Special Education Committee and that they had clarified why the budget was going down, and decided this change would not create any risks.

Ms. Janson said she worked with Joe Esposito and Jim Miner and that Jim said he has been trying to work on closing the annex building over the summer to cut costs by about \$8,000.

Ms. Ludt said the administrative committee believed that there was no need to reduce administrative staff.

Ms. Mahar said that she, Chris LaVoie, and Betty Shankel met and apologized for not contacting Pim Grondstra. Ms. Mahar said that there was concern about the presence of an ambulance at home football games. Presently, the football booster club is paying for an ambulance. She warned the board that in future years, the booster club may not be willing to pay the \$500 fee to have an ambulance at home games.

Ms. Mullens suggested that there be a protocol for setting up Board/Administrator/Budget Committee meetings. Mr. Coughlan said that the board member should be responsible for organizing the meeting.

Mary Lou Mullens made a motion to adopt Chris LaVoie's Tiered Athletic User Fee Structure. The motion was seconded by Jeanne Ludt.

The board moved into discussion.

Mr. Grondstra asked for more information and wanted to meet with Chris LaVoie.

Pim Grondstra made a motion to table the Tiered Athletic User Fee Structure. The motion was seconded by Fran Harrow. The vote was unanimous (7-0-0).

Mr. Coughlan encouraged discussion about charging a bus fee to cut transportation costs.

The board discussed the implementation of a Bus Fee for Souhegan students as a means of understanding better the actual number of bus seats needed, most likely leading to a reduction in the number of buses. The Board decided there was not enough information at this point and mentioned possibly bringing the issue to the SAU board.

FY12 Draft Warrant Articles

Ms. Shankel explained that Article 6 of the Souhegan Cooperative School District Annual Meeting Warrant includes all security-related items that may or may not be included in the warrant article.

The board discussed that locks were most important on the list and that it was necessary to do some research and look into different types of lock systems for a less expensive alternative. They expressed that the Annex connection and emergency road could be put off.

Gail Agans suggested that parking lot lighting and cameras could be added into the budget instead of in a warrant article.

Policy JH-Attendance, Absenteeism, and Truancy-2nd Reading

The policy as presented was unchanged.

VI. ACTION ITEMS

Fran Harrow made a motion to adopt Policy JH. The motion was seconded by Mary Lou Mullens. The motion passed (7-0-0).

Policy JICK-Pupil Safety and Violence Prevention Policy Under RSA 193-F

The policy as presented was not changed.

Dr. Jennings said the policy must be in place by January 1, 2011 and that the training must be in place by April 1, 2011. She also stated that this is strictly a student-on-student bullying policy. The school has other policies in effect covering bullying of staff on student.

Fran Harrow made a motion to adopt Policy JICK. Pim The motion was seconded by Pim Grondstra, and the vote was unanimous (7-0-0).

Policy JKAA-Restraint-Use of Physical Restraint-1st Reading

VII. DISCUSSION

Dr. Jennings explained the changes to the draft:

- The term “physical restraints” was made more specific in the introduction
- “Physical restraint” was moved up in the definitions section.
- Number 6 under definitions was changed to clarify the definition of parent so that it includes students over the age of 18.

It was suggested that under Roman numeral one, the number 1 be removed.

Policy JICE-Souhegan High School’s Yearbook Policies-1st Reading

The current Souhegan yearbook policy was passed out.

In response to a question from Ms. Ludt, Dr. Jennings explained that legal action could be taken against the school if the policy allowed the principal to make the final decision on yearbook issues. If the yearbook staff makes the decision, no legal action may be taken. Dr. Jennings advised that the administration not be included in the policy.

Ms. Ludt suggested the last sentence of the second paragraph say, “If a student disagrees with a decision, the student may appeal to the yearbook staff for review.”

Ms. Harrow suggested that the first sentence of the third paragraph should be revised to say, “Should the yearbook staff have concerns or questions about the impact of the decision to include OR EXCLUDE a particular photo or content on members of the Souhegan...”

Ms. Ludt changed the sentence in the attorney's suggested version of the Redacting Section to "The Superintendent will authorize a designee to undertake reasonable efforts to redact or remove..."

Ms. Ludt also said she would combine the last two sections of the policy.

In response to Ms. Mullens concerns, the board changed the last sentence in the third paragraph to "The Superintendent will notify the Souhegan school board in a timely fashion" and removed the words "deemed necessary."

VIII. NON-PUBLIC SESSION

Fran Harrow motioned to move to a non-public session RSA 91-A:3 II (a) at 8:55pm. The motion was seconded by Pim Grondstra. The vote passed by roll call vote (7-0-0) Mullens: yes, Ludt: yes, Brown: yes, Coughlan: yes, Grondstra: yes, Harrow: yes, Janson: yes.