

**Souhegan Cooperative School District**  
**Thursday, April 7<sup>th</sup> 2011**

**Attendance**

**Present**

Chairman Chris Janson, Steve Coughlan, Mary Lou Mullens, Jeanne Ludt, Howard Brown, Fran Harrow, and Pim Grondstra.

**Administrative Team**

Jon Ingram, Mary Jennings, Renéa Sparks, Elizabeth Shankel, Gigi Klippa

**Community Council**

Scott Doyle

**Minutes Taker**

Beth Penney

**Call to Order**

**Call to Order**

Ms. Janson called the meeting to order at 6:07pm.

**Announcements**

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**Principal's Report**

Mr. Ingram introduced students to present their accomplishments to the board.

The Girls' Basketball team captains presented a trophy to the board, they were the state champs and were undefeated. The final game was a rematch from earlier against Lebanon. It was a great and close game.

Mr. Ingram and the board congratulated the girls on a great season.

Mr. Ingram introduced Page Brooks, the captain of the Mock Trial team. They are State champs and are going to Phoenix for Nationals in May. The team is currently fund raising and preparing for the National trial.

Mr. Ingram stated that the Kimberly L. Cates Memorial Scholarship was not put into the bulletin with the other scholarships, but the information is available in the Guidance office. He stated that this is a very meaningful scholarship for the school.

Ms. Janson thanked the Cates family for the thought of the school and the community in such a tough year.

Ms. Ludt asked where people could send contributions to for this scholarship.

47 Mr. Ingram stated that he would get that information for the board.

48

49 Mr. Ingram stated that at the meeting in May he will present data for the grading  
50 model 10Y was piloting. They will analyze three trimesters worth of grades and  
51 feedback from the parents and students. They will also discuss moving the grading  
52 model forward and compare the grading model to giving students normal grades.

53

#### 54 Community Council Report

55

56 Scott Doyle stated that the community council passed a proposal to give money to  
57 the Ethics forum. The council is also looking at a proposal to eliminate the  
58 percentile ranking system. There will be a public forum on the 12<sup>th</sup> at 7pm in the  
59 Community Council room to further discuss this issue.

60

61 Ms. Mullens stated that there are a lot of opinions out there and students have done  
62 a great job bringing facts forward. Hopefully a lot of people can come to the forum.

63

64 Mr. Grondstra asked what spurred the idea.

65

66 Scott Doyle stated that a group of Juniors brought the idea forward because of how  
67 competitive it is to get into college. With a 3.8 GPA a student might be in 2<sup>nd</sup>/ 3<sup>rd</sup>  
68 docile at SHS compared to another school a student in the same docile might have a  
69 3.6 GPA.

70

71 Mr. Ingram stated that the information about the forum will be on the website  
72 tomorrow and a parent email will also go out.

73

74 Scott Doyle stated that someone from Student Services, Jon, and Bob would be at the  
75 forum.

76

77 Mr. Brown asked about the follow-up after the forum.

78

79 Scott Doyle stated that the council will vote and if it passes depending on if it is a  
80 procedure or policies change it may come to the school board for a vote also.

81

#### 82 Committee Reports

83

84 Ms. Ludt stated that the Space Needs Committee is using the plan which emerged  
85 from the Gale Report and will be looking at ways to maximize use of the food service  
86 areas so they are more efficient and how to gain wellness space. They took a tour  
87 and are taking a hard look at moving spaces and resurfacing them for the future.

88

89 Mr. Coughlan proposed taking the discussion about staff bullying to PPC. The PPC  
90 meeting is on Monday where that is the main agenda topic and he invited the board  
91 members to come. The meeting is at 2:15pm in the fish bowl in the Annex.

92

93 Ms. Janson stated that the Communications Committee for the high school is  
94 focusing on social networking to communicate better to the community and alumni.  
95 There is concern from the board that SHS also needs to communicate to the bigger  
96 community. She asked if there should be a separate effort to communicate to a  
97 larger community. She also asked if it is the committees' job is to head off media  
98 attention for things like the Community Council forum.  
99

100 Mr. Ingram and the board discussed that this committee will eventually be in charge  
101 of those kinds of things, but it is not ready for that yet. In the mean time all  
102 communication goes through Mr. Ingram and he determines what goes out to the  
103 larger community.  
104

105 Ms. Mullens stated that the Alpine and Nordic teams won the Sportsmanship  
106 Award.  
107

108 **Public Time**

**Public Time**

109  
110 No public present.  
111

112 **Presentations**

**Presentations**

113  
114 Olivia Vordenberg "Poetry Out Loud"

115 Ms. Klippa introduced Olivia. SHS participated as a school in a Poetry Out Loud  
116 contest. The 9<sup>th</sup> grade memorized poems and performed them in front of the entire  
117 9<sup>th</sup> grade class. From there a group of students went on and SHS had a school wide  
118 contest with other students from all grade levels and Olivia won.  
119

120 Olivia stated that she had to prepare one poem for the school and prepared three  
121 poems at the regional level and at states. The State competition was in the  
122 statehouse. Olivia won states and is the NH State rep. going to DC the end of April to  
123 compete at the national competition.  
124

125 Olivia performed "Sheet Music" by Bridget Kelley for the board.  
126

127 Ms. Klippa stated that the wins along the way have put Olivia in a place to have  
128 merit scholarships ranging from \$11,000-\$15,000 from local colleges and  
129 universities.  
130

131 The board congratulated Olivia and wished her good luck.  
132

133 Sara Becotte - Senior Project

134  
135 Dr. Jennings reminded the board that Senior Projects are starting and this is Sara's  
136 applied piece.  
137

138 Sara's presentation was about Career and Technical Programs in High Schools. Her  
139 essential question was: What education wide training practices could we adopt to  
140 strengthen career and technical training for Souhegan students?  
141

142 Sara reviewed 6 types of career programs and stated that students are limited at  
143 SHS. Sara has taken Business technology at Milford. Milford, Alvirne and Nashua are  
144 where SHS students can go for career and technical programs.  
145

146 Sara stated that SHS is not focusing on students who are not college bound. SHS has  
147 a few programs like culinary, music production, engineering, and video production.  
148 These classes are only electives and some happen after school.  
149

150 Sara researched and reviewed Howard Gardener's ideas about multiple  
151 intelligences. At SHS classes focus on Linguistic and Logical-mathematical learning.  
152

153 Sara surveyed 50 students about improving career and technical programs at SHS.  
154 85% would like to see more of these programs at SHS. Business, Music, Veterinary,  
155 and Engineering classes were the most common classes students would like to see  
156 at SHS.  
157

158 Sara wants to promote sending students to other schools for these programs. She  
159 proposes expanding and improving current programs and changing the program of  
160 studies to include excerpts of programs offered at the other schools. Sara also  
161 proposed changing the schedule from trimesters to semesters so students could  
162 more easily go to other schools for classes. Currently students lose two classes per  
163 day to go to another school for a class.  
164

165 The school board asked Sara about the number of students taking these classes  
166 outside of SHS and she stated there have been between 4-18 students per year and  
167 only juniors and seniors.  
168

169 The board and Sara discussed why SHS is in trimesters and about forming a  
170 committee to maybe change that. They also discussed if Sara felt more kids would  
171 take the classes if it was easier and she thought they might. They discussed how  
172 guidance helps these students to know that classes at other schools are available.  
173 They also discussed the courses currently offered at SHS and the limited number of  
174 slots there are in the classes even though some of them are very popular.  
175

## 176 Evaluation Report 177

178 Mr. Ingram stated that there are six administrators that evaluate professional staff:  
179 the Principal, three Deans, the SPED Coordinator and the Guidance Director.  
180

181 Each evaluates the following number of staff: Principal – 19, Dean – 26, Dean – 27,  
182 Dean of Students – 9, SPED -18, and Guidance – 4.  
183

184 SHS does not have an evaluation model, but the evaluations are clear and consistent.  
185 Mr. Ingram reviewed the evaluations they have on file and they are consistent on  
186 what they are observing. The model is open ended and more of a narrative.  
187 Administrators have a pre-meeting, do the observation and have a post observation  
188 meeting. The teacher can clarify things and the administrator shares feedback and  
189 gives commendations and recommendations at the post observation meeting.  
190  
191 SHS needs to review the evaluation model, but is waiting to see if the district is  
192 going to choose a district wide model.

193  
194 Mr. Ingram stated that there is 31 staff in their 3<sup>rd</sup> year of the certification cycle and  
195 administrators observe teachers in that 3<sup>rd</sup> year if teachers are on a continuing  
196 contract in good standing. Currently there are 8 non-continuing contract teachers at  
197 SHS who are evaluated twice annually. Teachers on improvements plans or who  
198 there are concerns with are evaluated more often.  
199

200 The board asked Mr. Ingram clarifying questions about the observation process and  
201 creating a more standard evaluation model. Mr. Ingram clarified that all evaluations  
202 are kept in each teachers file. Dr. Jennings discussed how the Administrative  
203 Council would decide soon if they are going to bring forward a recommendation  
204 about a district wide evaluation model.

205  
206 FY11 3<sup>rd</sup> Quarterly Report

207  
208 Pg 14 of the Agenda Packet

209  
210 Ms. Shankel stated that because of the upheaval of extra pension costs the SAU has  
211 looked at every single purchase order and have canceled some orders to save  
212 money. Cat Aide came in \$123,000 more than expected.

213  
214 Expenditures is showing over \$443,000 in savings mostly in SPED, transportation,  
215 and operations. Ms. Shankel stated that we would end up with a surplus.

216  
217 Ms. Shankel answered questions from the board clarifying that the Special  
218 Education savings were because of less out of district placement and that the  
219 insurance costs came in lower than expected which was part of the savings in the  
220 operations budget.

221  
222 **Action Items**

**Action Items**

223  
224 State Budget: Affect on FY12 SCSB Budget

225  
226 Dr. Jennings stated that the 35% that is currently paid by the state for pension might  
227 be pushed down for the local level to pay. For SHS, this is about a \$343,000  
228 shortfall coming into FY12 budget. The house passed a proposed budget to fund

229 25% and pass 10% down to the local level, leaving SHS with a shortfall of about  
230 \$98,345. The information changes every week.

231

232 Dr. Jennings stated that she feels comfortable bringing funds back in as a surplus  
233 and that the SAU has a few safety nets also. She would like the board to consider  
234 absorbing the \$98,345 from the projected surplus. The board would still be able to  
235 return what was presented to the taxpayers.

236

237 Ms. Shankel stated that the surplus has to be returned to taxpayers and the board  
238 cannot spend revenue surplus. Ms. Shankel recommended spending FY12 budget  
239 amounts in FY11, for example for things like the new telephone system. The board  
240 should consider this purchase now and not in FY12. By doing this the board can  
241 then accommodate the pension shortfall in FY12. Ms. Shankel reviewed the  
242 numbers to show the board how the pension shortfall could be met and how the  
243 board could still keep their commitment to the taxpayers.

244

245 Ms. Ludt asked Ms. Shankel to clarify because the board promised to come up with  
246 another way to fund the security system at SHS.

247

248 Ms. Shankel stated that if the pension number in the house proposed budget is  
249 passed the SHS shortfall would only be \$98,345. The SAU will know by July 1<sup>st</sup> and at  
250 that point will look at other items like the security system.

251

252 Ms. Ludt and Ms. Harrow expressed how they would rather deficit spend then cut  
253 people and materials out of next years budget. They also stated that the first  
254 priority is to try to stick as closely as possible to the budget passed by the voters.

255

256 **Mr. Coughlan made a motion to authorize the superintendent's plan. Ms.**  
257 **Harrow seconded the motion and the vote was unanimous.**

258

259 The board discussed with Mr. Ingram sharing this decision with the SHS staff to  
260 decrease anxiety levels. They discussed the board meeting directly with the staff.  
261 Ms. Janson and Mr. Ingram would work to find a date for this meeting.

262

263 The board also thanked the Business office and the Special Education office for the  
264 work they put into coming up with a plan to address the pension shortfall.

265

266 Policy FF- Dedication and Naming of Facilities 2<sup>nd</sup> reading

267

268 Dr. Jennings stated that this policy had not changed since the last reading.

269

270 **Mr. Coughlan made a motion to adopt Policy FF. Mr. Brown seconded the**  
271 **motion and the vote was unanimous.**

272

273

274

275 **Consent Agenda**

276

277 Mr. Coughlan asked to pull the March 10<sup>th</sup> minutes.

278

279 **Ms. Mullens made a motion to accept the Consent Agenda containing the**  
280 **Donation to the General Fund - \$2,500 and the Student activity report -3<sup>rd</sup>**  
281 **quarter. Ms. Ludt seconded the motion.**

282

283 Mr. Coughlan stated that the 1<sup>st</sup> sentence in the public hearing ends prematurely.  
284 Add “from the foundation . . .” to the sentence.

285

286 **Mr. Coughlan made a motion to accept the March 10<sup>th</sup> minutes. Ms. Harrow**  
287 **seconded the motion and the vote was unanimous.**

288

**Discussion**

289 **Discussion**

290

291 Wintercession: Review of Program

292

293 Mr. Ingram passed out a list of the 2011 Wintercession courses and showed a video  
294 as a summary of Wintercession 2011 put together by students and staff. He also  
295 showed two reflections from students.

296

297 Mr. Ingram spoke to many students about reading their reflections on tape and he  
298 had a lot of volunteers. The confidence students have speaks to who SHS is as a  
299 school and to what the trips do for kids.

300

301 Mr. Ingram stated that we do not need to overhaul the program, but there are areas  
302 to strengthen like better connecting each trip to the academic learner expectations.  
303 They also want to explore how the experiences can be shared with others in the  
304 school community and beyond.

305

306 Mr. Ingram stated that they sent a survey to parents and the deadline is the 10<sup>th</sup> of  
307 April. When all of the data is collected Mr. Ingram will share it with the board.

308

309 The board and Mr. Ingram discussed the low response so far to the survey. They  
310 also discussed that the delivery of the survey and the survey method was difficult  
311 for parents to fill out and return. They discussed using Survey Monkey in the future.

312

313 The board discussed the need to use people from the outside to help lead trips  
314 rather than pulling other grade level teachers and staff. They also discussed their  
315 gratitude at how the teachers work hard to make this a success each year. They also  
316 discussed how to fund the teachers (chaperones) travel so that students are not  
317 paying extra for the chaperones’ trip. The board discussed creating more options  
318 that are lower cost so that there are less independent Wintercessions.

319

320

321 Hiring Process: Administrative Vacancies

322

323 Dr. Jennings stated that SHS does not have an administrative vacancy; therefore she  
324 would like to look at the board's involvement in the hiring process if there is a  
325 vacancy.

326

327 In the past the superintendent nominates a candidate to the board, but there are  
328 other places where board could be involved.

329

330 Ms. Mullens suggested that a board member be on the hiring and search committee  
331 when hiring Administrators.

332

333 The board agreed and stated that they feel it is important to meet the candidates to  
334 see their caliber and be able to have a voice in the process since they will be working  
335 with the person. The board discussed that having a few board members would be  
336 better than an overwhelming presence, but that the members should all be involved.

337

338 Dr. Jennings stated that she would put these ideas into a format and bring the  
339 process back to the board in advance of hiring an administrator.

340

**Non-Public Session**

341

342 Ms. Harrow made a motion to go into Non-public Session under RSA 91-A:3 II.(a).

343 Mr. Grondstra seconded the motion and the roll call was unanimous at 8:08pm.