

**AUBURN SCHOOL BOARD MEETING  
APRIL 11, 2017 AT 6:00 P.M.  
AUBURN VILLAGE MEDIA CENTER**

**These minutes are unapproved.**

Dr. Charles P. (Phil) Littlefield called the meeting to order at 6:00 p.m. Those in attendance were Board members, Alan Villeneuve, Samantha Belcourt, Keith Leclair, Maureen Murgo, and Janice Baker; Principal, Lori Collins; Assistant Principal, Michel O'Rourke; Instructional Coach, Cheryl Lynch, Technology Director, Mike Lessard, and Maintenance Director, Scott Dube; Superintendent Dr. Charles P. (Phil) Littlefield; Assistant Superintendent, Marge Polak, and Business Administrator, Karen Lessard.

Dr. Littlefield explained the nomination process for a Board Reorganization, and took nominations for Chair.

Motion by Alan Villeneuve to nominate Keith Leclair for Board Chair. A roll-call vote was taken.

Alan Villeneuve-Yes

Samantha Belcourt-Yes

Maureen Murgo-Yes

Janice Baker-Yes

Keith Leclair-Abstain

Motion carries

Motion by Alan Villeneuve to nominate Janice Baker for Board Vice-Chair. A roll-call vote was taken.

Alan Villeneuve-Yes

Samantha Belcourt-No

Maureen Murgo-No

Janice Baker- Abstain

Keith Leclair- Yes

Motion does not carry

Motion by Samantha Belcourt to nominate Maureen Murgo as Vice-Chair. A roll-call vote was taken.

Alan Villeneuve-No

Samantha Belcourt-Yes

Maureen Murgo-Yes

Janice Baker-Yes

Keith Leclair-Yes

Motion carries

Motion by Maureen Murgo to nominate Samantha Belcourt as Clerk. A roll-call vote was taken

Alan Villeneuve-Yes

Samantha Belcourt-Yes

Maureen Murgo-Yes

Janice Baker-Yes

Keith Leclair-Yes

Motion carries

**PLEDGE OF ALLEGIANCE**

Connor Cote, Lillian Latuch, Ryleigh Michaud, and Payton Soucie, winners of the Clean Water Week Poster Contest, led the attendees in the Pledge of Allegiance.

**PROOF OF POSTING**

Dr. Littlefield provided proof of posting.

**APPROVAL OF MINUTES**

Motion by Maureen Murgo, seconded by Samantha Belcourt, to accept the minutes of the Auburn School Board Meeting of March 16, 2017. With one abstention, all others in favor, the motion carried.

Motion by Maureen Murgo, seconded by Samantha Belcourt, to approve the non-public, sealed minutes of March 16, 2017. With one abstention, all others in favor, the motion carried.

The Board reviewed the Standing Committees and the following representatives were decided:  
Budget: Member-Alan Villeneuve Alternate-Keith Leclair  
NHSBA Delegate: Member-Maureen Murgo Alternate-Janice Baker  
Policy: Janice Baker  
Master Planning: Keith Leclair  
SERESC Board of Directors: Janice Baker  
Sick Leave Bank: Alan Villeneuve  
Technology: Samantha Belcourt  
PTA: Samantha Belcourt  
Superintendent Transition Team: Samantha Belcourt and Maureen Murgo  
AEA Negotiations: Alan Villeneuve  
Manifest: Janice Baker

### **OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

8<sup>th</sup> Grade Math Teacher, Lori Gelinas asked for an explanation of the designated last day of school, to which Dr. Littlefield stated it would be covered later in the meeting.

### **FINANCIAL**

#### **Manifest Review**

Motion by Samantha Belcourt, seconded by Maureen Murgo, to approve the manifest for April 11, 2017 in the amount of \$1,638,444.78, subject to review by Board member, Janice Baker, and the motion carried unanimously.

#### **Budget Adjustments**

The budget adjustments were reviewed.

Discussion ensued relative to the number of criminal records checks that are performed for chaperones for field trips. Karen Lessard stated that there are considerably more chaperones in this district than there are in the other two. Criminal records checks cost over \$70 each. Dr. Littlefield stated that one way to alleviate the cost is to not let chaperones be unattended/unsupervised.

Motion by Maureen Murgo, seconded by Alan Villeneuve, to accept the budget adjustments as presented, and the motion carried unanimously.

#### **Letter to DOE Requesting Permission to Over-Expend 2016-2017**

Karen Lessard stated that if the district has to over-expend, the DOE and DRA must be notified. She stated that such notification would include where the funds would come from and has to be approved by both the School Board and Budget Committee. Karen then explained the Catastrophic Aid (CAT Aid) reimbursement process.

Motion by Maureen Murgo, seconded by Samantha Belcourt, to approve the letter as presented, and the motion carried unanimously.

### **REPORTS**

#### **Reports of Administrators**

Reports of the Administrators were reviewed.

Alan Villeneuve asked Scott Dube when the dialer would be installed. Scott stated it would be done over April vacation.

Alan Villeneuve asked when the lightbulbs would be picked up. Scott stated he is waiting for a proposal.

Alan Villeneuve asked if Scott followed up on the flashing by the back doors. Scott said it will be done on Friday.

Keith Leclair reiterated that Scott should be identifying and getting quotes for upcoming needs.

Keith Leclair asked if the AV equipment responsibility had been determined. Lori Collins stated that the stage sound equipment will now be the responsibility of the Maintenance Department and the AV equipment will be the responsibility of the Technology Director.

With regard to the 5-year Technology Plan, Samantha Belcourt would like a better plan in place; something with goals. Alan Villeneuve asked if the Tech. Plan addresses the fact that broadband is full, to which Mike Lessard stated that they will be going toward fiber in July.

Samantha Belcourt asked what the new server could do, to which Mike Lessard stated that it would take care of everything in the building. He said the current servers have aged out. Keith Leclair asked for more detail on the server in the Tech. Plan. Janice Baker stated that she likes the foundation of the plan, but would like to see initiatives and their cost. She would like to see goals tied to initiatives then to the budget. Mike said it's difficult to do a 5 year plan as technology and prices fluctuate greatly.

Referencing the fact that the Director of Student Services (DSS) responsibility is also that of a case manager, Maureen Murgo asked if the district had ever considered creating the DSS as an SAU-wide position. Dr. Littlefield stated a similar model was tried a few years ago with little success. He said he is not interested in a departure from the current model in terms of being responsive to parents.

Maureen Murgo asked Cheryl Lynch if Orton Gillingham training would be completed by the fall and how would they schedule training. Cheryl stated that they are working on it.

#### **Budget**

Nothing to report.

#### **NHSBA**

Nothing to report.

#### **SERESC**

Dr. Littlefield stated that there is a possibility of a strategic default. Janice Baker added there are no good choices and that the situation is bleak.

#### **Technology**

Nothing to report.

#### **Master Planning Committee**

This will be discussed later in the meeting.

#### **PTA**

Maureen Murgo reported that the PTA has 5 Kindles to raffle off, the Color Run was on Sunday, BINGO was well attended, and they are in the preliminary stages of looking into hosting summer activities. Some discussion ensued relative to why the Board would need to approve a summer program. Dr. Littlefield stated that the Board may want to give its approval because the district is a party to it; there would be comprehensive use of the building. The district would in no way 'pirate' the program, and the PTA would operate it, but that in such a litigious time, it would be wise to do so.

#### **Municipal Maintenance**

Nothing to report. Dr. Littlefield stated that in the absence of a renovation project, there is plenty of work to be done in-house. He added that it's a great idea to share resources, but to put this idea on hold for a while.

Motion by Maureen Murgo, seconded by Samantha Belcourt, to accept the Superintendent's suggestion to put the Shared Maintenance Committee on hold. With 2 Yes, 1 No (Alan Villeneuve), and 1 Abstention, the motion carried.

### **PERSONNEL**

#### **Superintendent Nomination**

Dr. Littlefield described the selection process of his nominee for Director of Student Services.

Motion by Alan Villeneuve, seconded by Samantha Belcourt, to accept the nomination of Deena Jensen as Director of Student Services, and the motion carried unanimously. The Board welcomed Ms. Jensen.

#### **Staff Nominations**

Motion by Alan Villeneuve, seconded by Samantha Belcourt, to approve of the Staff Nominations as presented, and the motion carried unanimously.

#### **Administrator Nominations**

Motion by Samantha Belcourt, seconded by Maureen Murgo, to approve of the Administrator Nominations as presented, and the motion carried unanimously.

#### **Co-Curricular Nomination**

Motion by Alan Villeneuve, seconded by Samantha Belcourt, to approve of the Co-Curricular Nomination as presented, and the motion carried unanimously.

Keith Leclair stated that Principal, Lori Collins recently earned her Doctorate degree. The Board and audience applauded her achievement.

### **OLD BUSINESS**

#### **Goals**

Dr. Littlefield explained the Goals Report and the group that meets regarding those goals.

Samantha Belcourt and Maureen Murgo will meet to draft a Mission Statement. Keith Leclair suggested using some of the goals as part of it.

### **NEW BUSINESS**

### **Technology Presentation**

Andrea O'Neil handed out ChromeBooks and the Board followed along as she did a review of Grade Level Computer Curriculum.

### **Warrant Articles Discussion**

Dr. Littlefield suggested that the Board set another meeting in May to focus on discussion of addition/renovation plans. He said the voters have spoken. The Board should revisit the issue and may want to scale down the number of goals. He said they may want to come back with a more conservative plan. Some of Dr. Littlefield's suggestions were to 1) dissect the advisability of bringing the project back, 2) bring back the project with reductions; less ambitious scope, addition, and 3) consider establishing a long-term capital improvement plan, some of which would be budgeted, some of which would be bonded. The Board must show due diligence. This meeting should include the five Board members, Dr. Littlefield, Marge Polak, Karen Lessard, and school administration. This meeting would also include representatives of BPS and the Turner Group.

Given the opportunity to speak, Rick Eaton stated that he was in attendance as a resident, not in the capacity as Selectman. He suggested that the Board come up with a number and have an architect build to that number, 2) the Board should work closely with the Selectmen's Office after a number is chosen 3) to put the project out to bid, 4) let the public know the financial impact, and to 4) establish a Furnishing Committee. He suggested hiring a different architect to build with the numbers. Russ Sullivan agreed with Rick's sentiments and with the Board for deciding to have a meeting to focus on this subject. He said the public input he got was that a 30-year bond was too long and suggested the Board bring the bond term back.

Paula Marzloff, Planning Board Member, stated that the Planning Board is in the process of creating a Capital Improvement Plan. She agreed that a lower cost would be more palatable as other town needs must be addressed as well.

Jennifer Anderson asked if the public would be invited to the May 23 meeting, to which Keith Leclair stated that the Board will take public input, but there will be no hashing out of ideas. It would be held similar to tonight's meeting

Tom Gonyea asked the Board to strongly consider Rick and Rusty's suggestions as this is their forte.

Lori Gelinas asked the status of roof and windows. Keith Leclair said some items can't be put off and that Scott has been asked to come up with the cost for major items to be put in the next budget.

Rick Eaton commended the Board for the time and effort spent on the addition/renovation project.

Alan Villeneuve stated that many of the items Rick suggested were looked through already.

After a 5 minute recess, the Board reconvened.

### **Addition of Board Meetings**

The Board decided to add the following meeting dates:

May 23, September 26, October 24, and November 28 to discuss the addition/renovation project. All of these will be held in the AVS Media Center at 6:00 p.m.

### **New School Sports**

AVS Athletic Director spoke to the Board with his proposal for the addition of a golf program to be added to athletic offerings. These would be available to those not participating in other sports and would be at no additional cost to the district for at least two years.

Motion by Alan Villeneuve, seconded by Samantha Belcourt, to support the Golf Program as presented, at no cost to the District, and the motion carried unanimously.

Per Karen Lessard there would be no need for additional cost for insurance and Mr. D'Amelio stated there will be no cost for transportation.

### **17/18 Lunch Prices**

Karen Lessard stated that that since the Federal Government gives the Auburn School District \$2.86 per free lunch, the district must make show progress at raising their prices so as not to be subsidizing paid lunches. She suggested raising the price of elementary lunches by .10 and middle school lunches by .15. Alan Villeneuve asked Karen Lessard about participation numbers, to which she stated that they are stable.

Motion by Alan Villeneuve, seconded by Samantha Belcourt, to increase the elementary lunch price by .10 and the middle school lunch price by .15. With 1 (Alan Villeneuve) opposed, all others in favor, the motion carried.

### **Designation of Last Day of School**

Dr. Littlefield explained the methodology behind the determination of the last day of school. He said the 16-17 school calendar was approved with five 'built in' cancellation days. Since the students

missed six days due to inclement weather, they will have to make up one at the end of the year. The teachers missed seven, as one of the inclement days was not an in-school day for students, but it was a professional development day for teachers. Therefore the last day for students will be June 16. It will be an early release day. The last day for teachers will be June 19, a professional development day focusing on Emergency Management. Graduation will be held on June 14. Motion by Alan Villeneuve, seconded by Maureen Murgo, to designate the last day of school as presented, and the motion carried unanimously.

**NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-h) if needed**

**POLICY UPDATES**

**First Reading**

Motion by Alan Villeneuve, seconded by Samantha Belcourt, to accept the 1<sup>st</sup> Policy Reading, and the motion carried unanimously.

**INFORMATIONAL ITEMS AND CORRESPONDENCE**

**Enrollment Reports**

Maureen Murgo asked the Board if they would be interested in a Board training by NHSBA Attorney Barrett Christina at an upcoming meeting. The Board decided that it would be added to the June 13 agenda.

**NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-h) if needed**

**ADJOURNMENT**

Motion by Alan Villeneuve seconded by Maureen Murgo, to adjourn the meeting at 9:35 p.m., and the motion carried unanimously.

The next regularly scheduled Auburn School Board Meeting is Tuesday, May 9, 2017 at 6:00 p.m. at Auburn Village School Media Center.

Respectfully submitted,

Rebecca SJ McCarthy  
Recording Secretary