

**AUBURN SCHOOL BOARD MEETING
JANUARY 9, 2018 AT 6:00 P.M.
AUBURN VILLAGE SCHOOL MEDIA CENTER**

These minutes have been approved.

Keith LeClair, Board Chair called the meeting to order at 6:00 p.m. Those in attendance were Board members, Alan Villeneuve (6:17 p.m.), Janice Baker, Samantha Belcourt; Superintendent Dr. Charles P. (Phil) Littlefield, Assistant Superintendent, Marge Polak, Business Administrator, Karen Lessard, Principal, Lori Collins, Assistant Principal Michel O'Rourke.

PLEDGE OF ALLEGIANCE

7th grader Quinn Hammer and 8th grader Aiden Pereira led the attendees with the Pledge of Allegiance.

PROOF OF POSTING

Dr. Littlefield provided proof of posting.

OPEN THE MEETING

At this time, Mr. LeClair opened up the hearing for the bond.

MODERATOR and SCHOOL DISTRICT CLERK

James Tillery, Moderator was present and Mr. LeClair informed Mr. Tillery that they have just the budget and then the bond for the renovation/addition. Mr. Tillery stated that he looked forward to seeing everyone at the deliberative session and the Board thanked Mr. Tillery for his time and Mr. Tillery exited the meeting.

Denise Royce, School District Clerk was also present tonight.

PINKERTON LIAISONS

Julia Sylvain updated the Board with current events from Pinkerton that included:

- Latin Essay Contest
- Auburn student Eve Hodgdon received a certificate of merit
- 16 Auburn students were inducted into the National Honor Society
- 8 Auburn students were inducted into the National Technical Honor Society

APPROVAL OF MINUTES

Motion by Samantha Belcourt, seconded by Janice Baker, to accept the minutes of the Auburn School Board Meeting of December 12, 2017, with the following amendment: Under Transition Team where it says 7 candidates that it should say 6 candidates, a vote was taken and the motion carried unanimously.

Motion by Samantha Belcourt, seconded by Janice Baker, to accept the minutes of the Auburn School Board Meeting of December 12, 2017, as amended, a vote was taken and the motion carried unanimously.

Motion by Samantha Belcourt to approve the amended and sealed minutes for the non-public session of December 12, 2017, seconded by Janice Baker, as amended and indicated to Charles Littlefield, a vote was taken and the motion carried unanimously.

NEW BUSINESS

Auburn/Pinkerton Agreement: Dual and Concurrent Enrollment

Charles Littlefield explained the Agreement to the Board members which allows students to take courses and get reimbursed by the State and with that said, Charles Littlefield informed the Board members that it would require approval of that Agreement.

Motion by Janice Baker to approve the Auburn/Pinkerton Agreement: Dual and Concurrent Enrollment, seconded by Samantha Belcourt, a vote was taken and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

There was no public input.

FINANCIAL

Budget Adjustments

The Budget Adjustments were reviewed.

Motion by Samantha Belcourt to approve the Budget Adjustments as presented, seconded by Janice Baker.

Janice Baker had a question regarding the Special Ed budget and asked Karen Lessard if there were any concerns. Karen Lessard indicated that she was not aware of any concerns that they were pretty good so far.

Samantha Belcourt asked why the IXL within the budget was only for 185 students. Lori Collins explained that only certain grade levels requested it.

A vote was taken and the motion carried unanimously.

REPORTS

Reports of Administrators

Reports of Administrators were reviewed.

Samantha Belcourt asked if there would be an agenda item in February for SB193 and would they have someone come speak about it. Keith LeClair did not think so. Alan Villeneuve also believed that the February agenda should have the Board of Selectmen coming in. Keith LeClair stated that he has confirmed that with Bill Herman today that the Selectmen would be coming in. Alan Villeneuve believed that the sponsor of Senate Bill 193, John Reagan out of Deerfield and would be happy to reach out to John Reagan to see if he would be able to come in and give a presentation. Charles Littlefield thought it would be a good idea.

Keith LeClair asked Charles Littlefield how many days off the students have had. Charles Littlefield indicated there were 4 days.

Principal's Report

Principal's Report was reviewed.

Instructional Coach Notes

Janice Baker had a question regarding the goals that Auburn Village School was trying to achieve this year. Deena Jensen looked at it to make sure that all kids were doing the same consistent instruction is how she read it. Cheryl Violette commented that if they look at the big goal which if you look at the core instruction and how do all students benefit from core instruction. They talked about what is expected with core instruction for reading, this is math and Deena Jensen also talked about the integration and you laid the foundation for all core instruction and you laid the foundation for what is the base line of your intervention services. A brief discussion ensued with regard to the instructional coach notes. Janice Baker understood it to be that, this is already in place and kind of doing a refresh on it and assessing it to a degree that it has been implemented and filling in the gaps and then putting a plan together. Cheryl Violette said yes and stated that they have had some new teachers.

Maintenance

Alan Villeneuve asked Scott Dube when they were going to be doing the exterior trim of the windows. Scott Dube indicated that it has already been done. Keith LeClair asked Scott Dube about the classrooms being cold upstairs and asked if he has heard of any issues. Scott Dube said that he has not heard of any but there was one cold morning coming back from vacation and he turned the building on

the night before and turned the water temperature up to 185. Scott Dube explained that the kids hold the door open for everyone and it's like a wind tunnel and the cold just goes up the stairs and also it has been extremely cold.

FINANCIAL

Review of Expenditure Manifest and Action Relating Thereto

Motion by Janice Baker to approve the Expenditure Manifest in the amount of \$695,614.86, seconded by Samantha Belcourt, a vote was taken and the motion carried unanimously.

Reports of Standing Committees

Budget

Keith LeClair indicated that they will be meeting Thursday to approve the rest of the line items on this school budget and other than that there isn't any news. Keith LeClair asked Karen Lessard if she would have that to him tomorrow. Karen Lessard said yes.

NHSBA

Samantha Belcourt indicated that there is a presentation on SB193 and she was wondering if she could pass it along.

SERESC

Janice Baker indicated that there was no update as their meeting was pushed from yesterday.

Technology

Lori Collins stated that there was no meeting and that they have a temporary Technology Director.

School Master Plan

Alan Villeneuve indicated that they met last night and they have a big showing tomorrow night and that he is looking forward to presenting it. Janice Baker added that, she believes they will learn a lot from tomorrow night like what questions people will have.

Alan Villeneuve asked Scott Dube about cutting the brush and grubbing on the leachfield in the back. Scott Dube indicated that it was overdue and it will be done in spring.

PTA

Samantha Belcourt indicated that they would be meeting next Tuesday and that she had a conflict in her schedule and was looking for another Board Member to fill in for her from now until April. Janice Baker asked when they met. Samantha Belcourt stated that they meet the 3rd Tuesday of the month. Keith LeClair commented that he could do next Tuesday but would not be able to commit until April and asked Samantha Belcourt to remind the Board month to month. Samantha Belcourt thanked the Board.

Shared Municipal Maintenance

Keith LeClair indicated that they had nothing here.

Transition Team

Nothing to add.

PERSONNEL

Nothing noted.

OLD BUSINESS

Goals

Nothing to add.

Warrant Articles/Adoption and Who Will Speak to Them

Karen Lessard indicated that the amount should be \$14,300,000.00 instead of \$14,800,000.00 and then the interest amount is \$3,575.00. Charles Littlefield pointed out that the Board needs to adopt each one

of these and indicate who will speak on each one of the articles. Charles Littlefield asked if they also voted to recommend or not recommend at this time. Karen Lessard said yes and Charles Littlefield added that they would also have to vote on whether or not they recommend.

Motion by Alan Villeneuve to adopt and recommend Article 2 with the corrected amount of \$14,300,000.00, seconded by Janice Baker. Keith LeClair asked if it should say "Addition/Renovation". Karen Lessard stated that she could change that to say "Addition/Renovation". A vote was taken and the motion carried unanimously.

Motion by Alan Villeneuve to adopt and recommend Article 3 "Operating Budget" as presented, seconded by Janice Baker. Karen Lessard pointed out that those were the Board's numbers and if the Budget Committee changes the numbers on Thursday then obviously she will change it to what the Budget Committee recommends. A vote was taken and the motion carried unanimously.

Alan Villeneuve stated that he would speak on both of them if the Board would like him to speak. Alan Villeneuve believed that they should present the addition/renovation at the Deliberative. Keith LeClair stated that Alan Villeneuve would speak on Article 2 and that he would speak on Article 3.

Calendar Approval

Charles Littlefield began by saying that they presented a draft at the last meeting and believed that they made one modification which was November 6th where they originally had it on November 13th and after discussions at the last Board meeting they moved it to November 6th.

Motion by Alan Villeneuve to approve the calendar as presented, seconded by Samantha Belcourt, a vote was taken and the motion carried unanimously.

NEW BUSINESS

CIP

Charles Littlefield presented and began by saying that, they met on several occasions and that he met a couple of months ago with Bill Herman to see how this might interface with the Town's CIP and that they would meet with him again in April. Charles Littlefield pointed out that Scott Dube was ready to present it to the Board or the Board could ask questions or you could move things from one year to the other and that here is our recommended CIP. Alan Villeneuve believed this would be if the article did not pass and looked through it and believed that it is encompassing everything and looks forward to them redoing it again in April. Charles Littlefield asked the Board if what they were suggesting is that, they present it in January and then bring it back to the Board after the Bond vote. Alan Villeneuve said yes. Keith LeClair asked the Board members if they minded if he gave the Budget Committee a copy of the draft CIP. The Board said no. At this time, the Board discussed the last page of the CIP which included "Additional Projects".

Field Trip Approval

Field Trip Approval – Grade 7, the Board discussed the form of which Lori Collins had and that they have also created the form digitally. The Board also discussed chaperones and the number of chaperones from past experience. Lori Collins believed the field trip the Board was talking about was Odiorne Point State Park and she did not believe that would happen again. Charles Littlefield commented that he did not believe that would happen this year as Lori Collins would determine the minimum number of chaperones based upon how structured the trip is and where it's at and whether or not it's going out of state.

Motion by Alan Villeneuve to approve the Field Trip Approval, seconded by Samantha Belcourt, a vote was taken and the motion carried unanimously.

Transportation Contract

Keith LeClair believed this was discussed at the last meeting and remained the same. Karen Lessard said yes.

Motion by Alan Villeneuve to approve the transportation Contract, seconded by Samantha Belcourt, a vote was taken and the motion carried unanimously.

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

POLICY UPDATES

Second Reading/Adoption

Motion by Alan Villeneuve to adopt the Second Reading Policy, seconded by Samantha Belcourt, a vote was taken and the motion carried unanimously.

First Reading/Review

Janice Baker reviewed the First Reading/Review Policy and had a question regarding NHSBA changes. Charles Littlefield believed that it was minor and that it was probably inconsequential because it was a new policy. Charles Littlefield further added that, they may have tweaked it a bit but did not believe they changed a lot.

Motion by Janice Baker to approve Fraud Prevention and Fiscal Management Policy, seconded by Alan Villeneuve, a vote was taken and the motion carried unanimously.

Motion by Samantha Belcourt to approve the Payroll Procedures as recommended, seconded by Janice Baker, a vote was taken and the motion carried unanimously.

Non-Educational Questionnaires, surveys and research

Janice Baker began by saying that, NHSBA came out with a policy and what they are recommending is that they adopt the NHSBA and call it ILD.

ILDA

Motion by Alan Villeneuve to eliminate ILDA, seconded by Samantha Belcourt, a vote was taken and the motion carried unanimously.

Keith LeClair indicated that ILDA was eliminated.

ILD

Motion by Janice Baker to adopt the new policy ILD, Non-Educational Questionnaires, surveys and research, seconded by Samantha Belcourt, a vote was taken and the motion carried unanimously.

ILD-R

Janice Baker talked about the form ILD-R which was a form sent out to parents in the event that a non-educational questionnaire is sent out. A brief discussion ensued with regard to this form. In conclusion, Janice Baker suggested that they Table this action until they get clarification. The Board all agreed to withdraw the previous motion to adopt the new policy ILD.

Motion by Janice Baker to withdraw the previous motion to adopt the new policy ILD, Non-Educational Questionnaires, surveys and research, seconded by Alan Villeneuve, a vote was taken and the motion carried unanimously. Keith LeClair pointed out that the motion has been withdrawn.

Motion by Janice Baker to TABLE adoption of the new policy ILD, Non-Educational Questionnaires, surveys and research, seconded by Alan Villeneuve, a vote was taken and the motion carried unanimously.

Motion by Janice Baker to Table adoption of form ILD-R, Non-Educational Questionnaires, surveys form, seconded by Samantha Belcourt, a vote was taken and the motion carried unanimously.

IMDA

Patriotic Exercises – The Board discussed Constitution Day and Citizenship Day which are both in September.

Motion by Alan Villeneuve to approve IMDA, seconded by Samantha Belcourt, a vote was taken and the motion carried unanimously.

JLF

Janice Baker explained about JLF form for Reporting child abuse and neglect and noted that there were two (2) changes made to the policy.

Motion by Alan Villeneuve to adopt the form Reporting child abuse and neglect, seconded by Samantha Belcourt, a vote was taken and the motion carried unanimously.

KCD - NEW* - PUBLIC GIFTS/DONATIONS

Keith LeClair began by saying that this was new and asked Karen Lessard how it works. Karen Lessard explained that we have actually accepted money and there has been money kept in the student activity account. Lori Collins asked if it had to be a certain amount that you could not go over. Karen Lessard did not think so. Keith LeClair indicated that, if it's over \$500.00 that the Board had to accept it. A brief discussion ensued further with regard to gifts/donations.

Motion by Janice Baker to approve KCD – *NEW* Auburn School District Public Gifts/Donations, seconded by Samantha Belcourt, a vote was taken and the motion carried unanimously.

At this time, Keith LeClair closed the Public Hearing.

INFORMATIONAL ITEMS AND CORRESPONDENCE

Enrollment Reports

ADJOURNMENT

Motion by Alan Villeneuve, seconded by Samantha Belcourt, to adjourn the meeting at 7:26 p.m., and a vote was taken and the motion carried unanimously.

There will be a meeting of the SAU Board on Wednesday, January 17, 2018 at 6:30 p.m., in the David R. Cawley Media Center.

The next regularly scheduled Auburn School Board Meeting is Tuesday, February 13, 2018 at 6:00 p.m., in the Auburn Village School Media Center.

There will be a meeting of the SAU Board on Wednesday, February 14, 2018 at 6:30 p.m., in the Henry W. Moore School Media Center.

Respectfully submitted,

Denise Royce
Recording Secretary