

**AUBURN SCHOOL BOARD MEETING
APRIL 10, 2018 AT 6:00 P.M.
AUBURN VILLAGE SCHOOL MEDIA CENTER**

These minutes are approved.

Dr. Littlefield called the meeting to order at 6:00 p.m. Those in attendance were Board members, Alan Villeneuve, Janice Baker, Samantha Belcourt, Barbara Carpenter, and Jason Tyburski; Principal, Lori Collins; Assistant Principal, Michel O'Rourke; Director of Student Services, Deena Jensen; Curriculum Coordinator, Cheryl Violette; Interim Technology Director, Chris Hamilton; Maintenance Director, Scott Dube; Assistant Superintendent, Marge Polak; and Business Administrator, Karen Lessard.

BOARD REORGANIZATION

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

Motion by Janice Baker to nominate Alan Villeneuve as Chair.

A roll call vote was taken. With all in favor, the motion carried.

PLEDGE OF ALLEGIANCE

Alan Villeneuve introduced Ben Wilson, Mia Paglierani, and Molly Kuehl, 1st, 2nd, and 3rd place winners, respectively, of the Town Report Artwork Contest. The three led the attendees in the Pledge of Allegiance.

Police Chief, Ed Picard presented an award to Ben, Town Clerk, Kathleen Sylvia presented an award to Mia, and Griffin Free Public Library Director, Kathy Growney presented an award to Mia. Town Manager, Bill Herman, spoke of an art 'lamp post project' which will display local artwork on municipal buildings. It is hoped to be fully funded in the spring.

Motion by Samantha Belcourt to nominate Janice Baker as Vice-Chair. A roll call vote was taken. With all in favor, the motion carried.

Motion by Barbara Carpenter, to nominate Samantha Belcourt as Clerk. A roll call vote was taken. With all in favor, the motion carried.

PROOF OF POSTING

Dr. Littlefield provided proof of posting.

PINKERTON LIAISONS

Lauren Sylvain updated the Board with recent activities at Pinkerton which included:

- Dr. Powers was named acting Headmaster for the 18/19 school year
- A new Headmaster will be chosen in December 2018
- 20 AVS alum inducted into the Foreign Language Honor Society
- Upcoming SNHU College Fair
- Girl's Technology Day held at the Manchester Community College

APPROVAL OF MINUTES

Motion by Samantha Belcourt, seconded by Janice Baker, to approve the minutes of the March 13, 2018 board meeting, and the motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Rachel Bohac asked how the kindergarten assignments are determined. The policy sent with the packet says a lottery, but word of mouth says it is first-come, first-served. Alan Villeneuve stated that the policy was up for review later in the meeting, to which Ms. Bohac asked that, to be fair, any changes made to the policy tonight not be in effect until next year.

Katie Greeb and Jillian Lee asked the board if they were considering adding a grade 4 teacher due to the large class size; what is the threshold, what is the plan. Lori Collins stated that policy IJB said the ratio for grade 4 is 1 teacher per 25 students. Alan Villeneuve stated that adding a teacher is not an easy thing to do, and that there are three grades which have a large number of students.

At 6:15 p.m., the board took a recess to watch a Destination Imagination (DI) presentation.
At 6:40 p.m., the board reconvened.

Teacher, and DI Leader, Eileen McDonald addressed the board and requested a donation to help defray the cost of the DI trip to Globals.

Motion by Janice Baker, seconded by Barbara Carpenter, to donate \$125 per person for the Destination Imagination trip to Globals, and the motion carried unanimously.

Alan Villeneuve welcomed new board members Jason Tyburski and Barbara Carpenter. The attendees introduced themselves.

The follow committee assignments were made:

Budget: Member-Alan Villeneuve, Alternate-Janice Baker

NHSBA Delegate: Member-Samantha Belcourt, Alternate-Barbara Carpenter

Policy: Barbara Carpenter

School Improvement (formerly Master Planning): Jason Tyburski & Samantha Belcourt

Building Committee: Alan Villeneuve & Janice Baker

SERESC Board of Directors: Janice Baker

Sick Leave Bank: Alan Villeneuve

Technology: Jason Tyburski

PTA: Rotating, alphabetically by first name starting with Barbara Carpenter, followed by Jason, Janice, etc.

AEA Negotiations: Alan Villeneuve and Jason Tyburski

Manifest: Janice Baker

Owner's Representative: Samantha Belcourt and Alan Villeneuve

Transportation Committee (new): Barbara Carpenter

FINANCIAL

Manifest Review

Motion by Janice Baker, seconded by Samantha Belcourt, to approve the manifest for April 10, 2018 in the amount of \$1,585,872.76, and the motion carried unanimously.

Budget Adjustments

The budget adjustments were reviewed.

REPORTS

Reports of Administrators

Reports of Administrators were reviewed.

Dr. Littlefield stated that \$100,000 of the \$200,000 requested of the Public School Infrastructure Fund will be awarded to the Auburn School District by the Education Commissioner.

Alan Villeneuve asked Jason Tyburski to reach out to the other School Improvement Committee members to reorganize.

Dr. Littlefield stated that there were seven snow days, of which two will have to be made up. The last day of school will be June 15. He said that Pinkerton is changing their school delays from 90 minutes to two hours next school year. Auburn will do the same in order to keep transportation the same.

Alan Villeneuve asked how teachers would be making up a lost Professional Development day, to which Marge Polak said there will be online options.

Jillian Lee suggested that AVS consider creating a school delay schedule for smooth instruction transition. Alan Villeneuve asked Ms. Lee work through building administration on that suggestion. In response to Alan Villeneuve's question on the amount a time students spend in state and district summative testing, Marge reported that in 2016-17 eighth grade spent the most time at 21.5 hours. With the new state assessment system, for the 2017-18 school year, fifth grade will have the most testing time at 18.75 hours.

Considerable discussion ensued relative to kindergarten. Lori Collins stated that there have been 62 submissions. Of those, only eight want an afternoon session. Alan Villeneuve asked how much it would

cost to have the half-time kindergarten teacher become full-time, to which Karen Lessard stated approximately \$55,000. Samantha Belcourt said the board needs to entertain the idea of a full-time kindergarten teacher. Alan said it is too early to make that decision. Alan said that because the renovation plan passed, funds budgeted for the roof are now freed up.

Janice Baker said the size of kindergarten is just one challenge. Lori Collins agreed, stating that there are a few areas she is watching closely. Based on board goals for grade 2, she is putting a floater/flex teacher there. Jillian Lee suggested being proactive as opposed to reactive. Alan Villeneuve stated that Lori Collins will continue to monitor things.

Samantha Belcourt asked Chris Hamilton if he is looking ahead at insurance for technology, to which Lori Collins stated that there will be a plan before the board at the May meeting.

Alan Villeneuve reported that he attended the most recent PTA meeting. Upcoming events include a spring Book Fair, Color Run (next year), Summer Camp, and PTA elections. The PTA is looking for a 10x12 storage area in the new renovation project. The board decided to rotate attending PTA meetings, beginning with Barbara Carpenter, then alphabetically (by first name) after that (Janice-May, Jason-September, Samantha-October, Alan-November, etc.)

Samantha Belcourt stated that she attended the Missoula Theater presentation and that it was amazing and impressive.

PERSONNEL

Staff Nominations

Motion by Samantha Belcourt, seconded by Barbara Carpenter, to accept the Superintendent's Teacher-Professional Staff Nominations for the 2018/2019 school year as presented, and the motion carried unanimously.

Administrator Nominations

Motion by Samantha Belcourt, seconded by Janice Baker, to accept the Superintendent's Administrator's Nominations for the 2018/2019 school year as presented, and the motion carried unanimously.

OLD BUSINESS

Goals

Goals were reviewed.

Owner's Representative/Clerk of the Works

Alan Villeneuve stated that he would prefer an Owner's Representative as opposed to a Clerk of the Works. He said the agreement with Bonnette, Page & Stone includes extra inspections by an independent third-party, a responsibility usually done by a Clerk of the Works. Janice Baker, Samantha Belcourt, and Jason Tyburski all agreed with having an Owner's Representative over a Clerk of the Works. Dr. Littlefield said he would like to get an RFQ out soon, have the committee make a selection, and come back with a recommendation at the May board meeting.

Motion by Janice Baker, seconded by Samantha Belcourt, to hire an Owner's Representative to be selected by the Owner's Representative Committee, and the motion carried unanimously.

Primex

This was tabled at the February 13 and March 13 meetings.

Motion by Janice Baker, seconded by Samantha Belcourt to table discussion on Primex, and the motion carried unanimously.

CIP

Dr. Littlefield stated that the Capital Improvement Project (CIP) was adjusted accordingly after the election. He said if this plan is endorsed by the board, he will meet with Town Manager, Bill Herman, in early May, and the CIP will be incorporated into the global CIP. Scott Dube reviewed the CIP with the board.

Motion by Janice Baker, seconded by Samantha Belcourt, to approve the revised Capital Improvement Project as presented, and the motion carried unanimously.

Board Start Time

Janice Baker spoke to the proposed agenda changes as presented in the packet. Discussion ensued relative to reviewing old, sealed minutes. Dr. Littlefield stated that the practice is to seal minutes which have personal issues in them and that should remain sealed forever. He said the board should continue its practice of sealing minutes in perpetuity. Dr. Littlefield suggested doing the May and June agendas the current way, but to do an alternate agenda for those meetings as well.

Alan Villeneuve stated that all other town boards meet at 7:00 p.m. He said it would be easier for him to begin at 7:00 p.m. Samantha Belcourt asked the administrators for their preference. Karen Lessard stated she would prefer 6:00 p.m. Dr. Littlefield stated his concern would be for building administrators. Resident Mike DiPietro stated he would attend more often if they began at 7:00 p.m.

NEW BUSINESS

Retreat Date

The board decided to hold their annual Retreat on June 4, 2018, from 8:00 a.m. – 3:00 p.m. at the Auburn Safety Complex. Some topics to be discussed will be goals, administration, staffing, and Pinkerton Blizzard Bags.

Due to a conflict, Alan Villeneuve requested that the May 8 meeting be moved to May 7. The board agreed to the change.

POLICY UPDATES

Janice Baker stated that the Policy Committee is currently cycling through old policies of which many are redundant and already covered by statute therefore memorialized elsewhere.

Second Reading/Adoption

Motion by Samantha Belcourt, seconded by Barbara Carpenter, to adopt policies BHC/GBD, GBD/BHC, BIA, CB, CCB, CFA, CHD/BFE, BFE/CHD, JICM, JICD, JICL/IJNDB, IJNDB/JICL the motion carried unanimously.

First Reading/Review

Considerable discussion ensued relative to Policy JECD. Lori Collins proposed making changes to the policy that reflected practice, but said she would do whatever the board wished.

Resident Jennifer Anderson felt that adding an additional afternoon session would become a stressor. She suggested adding another session.

Motion by Alan Villeneuve, seconded by Janice Baker, to accept the first reading of policies EBA, EC, ECAC, EDC, EEAEC, EEBC, and EFC and the motion carried unanimously. No action was taken on Policy JECD.

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

Motion by Janice Baker, seconded by Barbara Carpenter, to enter into a non-public session 91-A:3 Section II (c) at 8:45 p.m. A roll call vote was taken. With all in favor, the motion carried.

The board reconvened into a public session at 9:30 p.m.

Motion by Samantha Belcourt, seconded by Barbara Carpenter, to seal the non-public minutes in perpetuity, because the divulgence of the information would likely adversely affect the reputation of a person/people other than a member of the board itself, and the motion carried unanimously.

INFORMATIONAL ITEMS AND CORRESPONDENCE

Enrollment Reports*

ADJOURNMENT

Motion by Janice Baker, seconded by Barbara Carpenter, to adjourn the meeting at 9:30 p.m., and the motion carried unanimously.

The next regularly scheduled Auburn School Board Meeting is **Monday, May 7, 2018** at 6:00 p.m., in the Auburn Village School Media Center.

There will be an SAU Board Meeting on May 16, 2018 at 6:30 p.m., at the David R. Cawley Middle School Media Center.

Respectfully submitted,

Rebecca SJ McCarthy
Recording Secretary