

**AUBURN SCHOOL BOARD MEETING  
JUNE 13, 2017 AT 6:00 P.M.  
AUBURN VILLAGE MEDIA CENTER**

**These minutes have not been approved.**

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

**PLEDGE OF ALLEGIANCE**

Sydney Sexton led the attendees in the Pledge of Allegiance.

**PROOF OF POSTING**

Dr. Littlefield provided proof of posting.

**APPROVAL OF MINUTES**

Motion by Alan Villeneuve, seconded by Maureen Murgo, to approve the meeting minutes of May 9, 2017 with the following amendments: All on Page 2. 1<sup>st</sup> Paragraph should read: 'Janice Baker ~~concurred~~ ~~stated it's not what you say, it's how you say it, but to be wary of it appearing to be a bait and switch.~~' 6<sup>th</sup> Paragraph should read: 'Janice Baker asked if there were enough funds left for Turner ~~to reconfigure the plan~~', and the last sentence should include: She said she feels all can exist and to not give up on everything; **'all goals are legitimate and sound. It's more of when we achieve them'**.

Motion by Maureen Murgo, seconded by Samantha Belcourt, to amend the agenda to allow the Board to review the Technology and Maintenance Director's reports before the New Hampshire School Board's Association (NHSBA) presentation, and the motion carried unanimously. Alan Villeneuve asked Scott Dube if he had gotten the quote he was waiting for. Scott said he had. Keith Leclair asked if the plan was to move forward. Scott said it is. Karen Lessard stated that a public hearing would be needed and that it will be discussed later in the meeting. Janice Baker will send technology information directly to Mike Lessard, and a review of the Tech Plan will be on the agenda again in August.

**NEW HAMPSHIRE SCHOOL BOARD' ASSOCIATION PRESENTATION**

Bud Fitch from the NHSBA was in attendance to give a presentation to the Board on Effective School Board Meetings, Communication, and School Boards Right's and Responsibilities. The Board asked questions including those regarding model boards in other districts, electioneering, and developing and education of policies.

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

No participation.

**FINANCIAL**

Motion by Janice Baker, seconded by Samantha Belcourt, to approve the June 13, 2017 manifest in the amount of \$697,194.78, and the motion carried unanimously.

Motion by Samantha Belcourt, seconded by Alan Villeneuve, to approve the budget adjustments as presented, and the motion carried unanimously.

Some discussion ensued relative to the IT budget adjustment. Samantha Belcourt asked if all staff has Office 365, to which Karen Lessard stated that did. Alan Villeneuve asked if these license fees were renewed annually, to which Karen stated they are. Alan asked if this was in the budget. Karen said it was. Karen Lessard explained that most likely, a purchase order was not done at the beginning of the year so funds had to be moved. Discussion also ensued relative to Google software. Lori Collins stated most of the staff uses Google. Dr. Littlefield stated the Google Suite is a great tool for schools, but that it is not the business standard. He said that the Bureau of Education does not accept Google documents. He added that the financial software at the SAU does not 'talk' with Google.

**REPORTS**

Reports of Administrators were reviewed.

Maureen Murgo asked Marge Polak who rolls out DIBELS. Marge stated the reading staff administers DIBELS. Maureen asked if any K-2 Special Education teachers are doing assessments, to which Marge stated when children are identified, SPED teachers do the assessments, and if they are not identified, regular ed teacher administer the tests.

Alan Villeneuve asked Marge Polak when the Board would see the report cards, to which she replied that a prototype and rubrics will be created over the summer and would be communicated to parents at PTA meetings, an Open House and an evening devoted to report cards. Alan said it is an anxious item as it will be a significant change. Marge said more time will have to be devoted to the middle school report cards.

Samantha Belcourt stated that she loved the 'Invention Convention'.

Keith Leclair said the 'Flat Stanley' team had to borrow Hooksett's sound system. Ideas on funding a new sound system were discussed. Dr. Littlefield suggested contacting Hooksett's Band Director, Brandon Davini for information about sound systems.

Anne McSweeney reported that three students will be graduating that weren't expected to, resulting in a savings of \$156,000. Maureen Murgo asked if Pinkerton has an autism program. Anne explained the different types of programs that Pinkerton offers.

The Board thanked Anne McSweeney for her service to AVS in the past 9 years, as she is retiring as of June 30, 2017.

SERESC: Janice Baker stated that SERESC is moving aggressively and diligently to sell. They now have a viable plan and a leadership transition plan in place. Some programs will be cut. They may be able to stay where they are, but are looking at other locations as well.

Budget: Nothing to report

Technology: Nothing to report

Master Planning: Nothing to report

PTA: Some discussion ensued relative to the possible purchase by the PTA for air conditioners.

Samantha Belcourt stated that she is unaware if the PTA has made any decisions regarding air conditioners. Alan Villeneuve stated that things need to be done such as figuring out operational costs, configurations to operate them, and establishing ventilation. Keith Leclair asked if the PTA had formally requested the use of the building for their summer program, to which he was told they had not.

Shed Maintenance: Nothing to report

Superintendent Transition Team: Nothing to report

## **PERSONNEL**

Motion by Maureen Murgo, seconded by Alan Villeneuve, to ratify the Superintendent's Nomination of teacher Jared DeGraff, and the motion carried unanimously.

Motion by Maureen Murgo, seconded by Alan Villeneuve, to accept the Superintendent's Nomination of teacher Ashlyn Blanchard, and the motion carried unanimously.

Motion by Maureen Murgo, seconded by Samantha Belcourt, to accept the Superintendent's Nomination of teacher Sara Nusbaum, and the motion carried unanimously.

Motion by Samantha Belcourt, seconded by Maureen Murgo, to accept the resignation of Jonathan Burns, and the motion carried unanimously.

Motion by Samantha Belcourt, seconded by Maureen Murgo, to accept the Superintendent's nomination of teacher, Stephanie Fritz. With Alan Villeneuve abstaining, all others in favor, the motion carried in the affirmative.

## **OLD BUSINESS**

Goals were reviewed. No charges were made since the Board met last at their retreat.

## **NEW BUSINESS**

### **Mission Statement**

Motion by Maureen Murgo, seconded by Samantha Belcourt, to accept Policy AD as amended, and the motion carried unanimously.

Motion by Maureen Murgo, seconded by Samantha Belcourt, to waive the second reading of and to adopt Policy AD, and the motion carried unanimously.

### **Request for Reallocation of Resources for Increased ESOL Services**

Anne McSweeney stated the reason for this request as an additional number of hours must be needed to service a particular student.

Alan Villeneuve asked why this is a request for the reallocation of resources as opposed to a budget adjustment. Dr. Littlefield stated that is a different issue than in the past and that they are expanding a position.

Motion by Maureen Murgo, seconded by Janice Baker, to approve the reallocation of funds in the amount of \$31,441 as requested, and the motion carried unanimously.

**Technology Plan**

Will be discussed at the August meeting.

**Health Curriculum (Part 2)**

Cheryl Lynch presented the second part of her presentation on the Health Curriculum. She said large districts generally have certified health instructors, whereas small districts do not. Alan Villeneuve asked administration how they could implement such a position. Dr. Littlefield stated that they need the services of a health educator, saying that he is fairly confident that during the next round of school approvals, not having a designated health teacher may prove to be detrimental to AVS. He said Marge Polak, Lori Collins and Cheryl Lynch will discuss current staff/time configurations.

Cheryl Lynch will have more information at the August Board meeting.

**Ratification of Field Trip to MiTeNa**

Motion by Alan Villeneuve, seconded by Maureen Murgo, to approve the ratification of the MiTeNa Field trip, and the motion carried unanimously.

**Locker Room Roof**

Keith Leclair asked if the Building and Maintenance Trust could be used from the budget and if they could use the building repair line as well. Karen Lessard stated that they can't use both the trust fund and the budget line, and in order to use funds from the trust, the Board must have a public hearing. Alan Villeneuve suggested having the public hearing in order for more options.

**Changes to Handbook**

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

**INFORMATIONAL ITEMS AND CORRESPONDENCE**

Enrollment Reports

Approved Auburn School Board Meetings Schedule

**NON-PUBLIC SESSION**

Not necessary

**ADJOURNMENT**

Motion by Samantha Belcourt, seconded by Maureen Murgo, to adjourn the meeting at 8:37 p.m., and the motion carried unanimously.

The next meeting of the Auburn School Board will be August 10, 2017 at 5:00 p.m. at the Auburn Village School Media Center.

Respectfully submitted.

Rebecca SJ McCarthy,  
Recording Secretary