

**AUBURN SCHOOL BOARD MEETING  
AUGUST 14, 2018 AT 5:00 P.M.  
AUBURN VILLAGE MEDIA CENTER**

**These minutes have been approved.**

Alan Villeneuve, Chair, called the meeting to order at 5:02 p.m. Those in attendance were Board members, Samantha Belcourt, Janice Baker, Jason Tyburski, and Barbara Carpenter; Principal, Lori Collins; Assistant Principal, Michel O'Rourke; Director of Student Services, Deena Jensen; Curriculum Coordinator, Cheryl Violette; Technology Director, Bob Strobel; Maintenance Director, Scott Dube; Superintendent Dr. Charles P. (Phil) Littlefield; Assistant Superintendent, Marge Polak; and Business Administrator, Karen Lessard.

**PLEDGE OF ALLEGIANCE**

Alan Villeneuve led the attendees in the Pledge of Allegiance.

**PROOF OF POSTING**

Dr. Littlefield provided proof of posting.

**APPROVAL OF MINUTES**

Motion by Samantha Belcourt, seconded by Janice Baker, to approve the meeting minutes of June 12, 2018, with the following amendment: Page 2, the sentence that begins with *Resident Adam Diorio*...should read: '**Resident Adam Diorio asked if a local attorney had looked at the contracts, to which Alan Villeneuve stated it was, and that the attorney used is very familiar with these types of contracts**', and the motion carried unanimously.

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

No participation.

**FINANCIAL**

**Manifest Approvals**

Motion by Janice Baker, seconded by Samantha Belcourt, to approve the June 30, 2017 manifest in the amount of \$1,039,216.76, and the motion carried unanimously.

Motion by Janice Baker, seconded by Barbara Carpenter, to approve the July 30, 2017 manifest in the amount of \$424,658.18, and the motion carried unanimously.

Motion by Janice Baker, seconded by Samantha Belcourt, to approve the August 14, 2017 manifest in the amount of \$281,584.96, and the motion carried unanimously.

**Budget Adjustments**

When asked if she was concerned with the high number of budget adjustments so early in the year, Karen Lessard said she was not. Lori Collins and Deena Jensen explained their need to use more paras than teachers (and teachers than paras, respectively), resulting in the budget adjustments in those lines. Alan Villeneuve questioned the budget adjustment for Chromebooks. Lori Collins said she will look into that, but it may be because a higher-end model may have been chosen. She will update the board at the next meeting.

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

**PERSONNEL**

**Ratification of Superintendent's Appointment**

Motion by Samantha Belcourt, seconded by Janice Baker, to approve of Joanne Dow, teacher, and the motion carried unanimously.

**Superintendent's Nomination**

Motion by Samantha Belcourt, seconded by Barbara Carpenter, to approve of Lisa Lamoureux, teacher, and the motion carried unanimously.

**Co-Curricular and Athletic Nominations**

Motion by Samantha Belcourt, seconded by Barbara Carpenter, to accept the Co-Curricular Nominations as presented, and the motion carried unanimously.

Alan Villeneuve asked if the Cross Country program would be modified to which Michel O'Rourke stated there will be a meeting this week to discuss the possibility of adding qualifying times to narrow down the number of students needed to be transported to meets. Michel added that all current co-curricular positions have been filled.

## **OLD BUSINESS**

### **Goals**

Marge Polak stated that the goals presented tonight were discussed at the retreat.

Alan Villeneuve stated that he and Dr. Littlefield met with members of the Pinkerton Board of Trustees recently and discussed the possibility of having more interactive meetings and improving communication.

## **NEW BUSINESS**

### **Instructions Time Schedule**

Dr. Littlefield explained that Ed. Rules requires annual approval of an Instructional Time Schedule. Lori Collins said the health curriculum will no longer be integrated into the science curriculum.

### **NHSBA Workshop Offer**

The board reviewed the NHSBA Workshop Offer, but declined to participate as it was not financially beneficial.

### **Fiber**

Though once considered, the discussion of switching to fiber optics has not been before the board in a number of years. Currently fiber is available, but not connected. Alan Villeneuve asked what equipment would need to be modified. Karen Lessard said nothing additional would be needed. Bob Strobel stated that if the board were to move in that direction, he would have the vendor, Axis, verify the ability to make that switch. Alan asked if any other schools in SAU #15 were using fiber, to which Karen Lessard stated they are not. Considerable discussion ensued relative to funding fiber. Karen stated that federal funds (REAP, ERate) could be used. Alan stated grant funds cannot be relied upon annually. Barbara Carpenter asked if there are any current problems, to which Lori Collins stated there are not. However, new Technology Director, Bob Strobel, stated that AVS is slow compared to other schools. Janice Baker stated speed is important, but stated her concern with the additional funds that would be needed. Alan Villeneuve echoed Janice's sentiments. Janice asked if this discussion could continue at the November meeting. Karen Lessard stated REAP must be used soon. Jason Tyburski said he didn't see the point of putting it off, and Samantha Belcourt said she would be fine moving forward with it. Barbara Carpenter felt there would be a need eventually, but not sure that now is the time.

Dr. Littlefield stated that what is currently in the school would not work in the addition. He said that staff from another district assessed issues at AVS and determined there were problems.

Motion by Samantha Belcourt, seconded by Barbara Carpenter, to move forward with using fiber, and the motion carried unanimously.

### **Disposal of Technology Items**

Bob Strobel stated that he has discovered items at AVS are no longer supported. He would like to dispose of those items.

Motion by Janice Baker, seconded by Samantha Belcourt, to approve the disposal of the technology items as presented, and the motion carried unanimously.

### **Multi-Use Path**

Alan Villeneuve gave a brief history of the Transportation Alternatives Program (TAP), (formerly 'Safe Routes to School').

Motion by Janice Baker, seconded by Samantha Belcourt, to send a letter of support from the board for the Town of Auburn's application for the Transportation Alternatives Program, and the motion carried unanimously.

### **Upcoming Meeting with Selectmen**

Board members will attend an upcoming Selectmen's meeting on August 27. There will be a walk at 5:30 p.m., and a meeting to follow at 7:00 p.m. The board will give the Selectmen updates on the school renovation.

### **18/19 School Calendar Amendment**

Dr. Littlefield stated that the calendar was off by one day, scheduling 180 school days instead of 181.

Motion by Janice Baker, seconded by Samantha Belcourt, to approve the revised 2018/2019 school calendar as presented, and the motion carried unanimously

### **Additional Paraprofessionals/Budget Adjustments**

Dr. Littlefield stated that a situation arose that Special Education Director, Deena Jensen had no control over. She is requesting the addition of two paraprofessionals. A proposed budget adjustment was presented to cover these additions.

Motion by Samantha Belcourt, seconded by Barbara Carpenter, to approve the two additional paraprofessionals as requested, and the motion carried unanimously.

Motion by Barbara Carpenter, seconded by Samantha Belcourt, to approve the budget adjustment to cover the cost of the additional paraprofessionals as presented, and the motion carried unanimously.

### **Renovation Discussion**

Janice Baker reviewed the progress of the renovation project.

- Bond received in July which came in .1 higher than expected
- Contracts with Construction Manager, Architect, and Owner's Representative signed
- Building Committee meetings have begun
- Portables are out (except for overhangs and paving)
- Locker room renovation is in progress. Some changes to original plan. Will be complete before the locker rooms are needed.
- Roof on front nearly complete; Expected completion before teachers arrive on August 24.
- Asbestos removal project is complete; Asbestos has been significantly decreased.

Upcoming:

- Planning for a construction road in the rear of the building is proving to be a challenge  
Detailed design of the new wing will start after September 11

Janice presented a hand-out that summarized the renovation progress.

Karen Lessard stated that 14.3 million was received by the bond bank. This went into a checking account at TD Bank. 12.8 million was put into a 'laddering CD' based on the payment schedule of the three major vendors. This will result in \$180,000 of interest for the district.

Janice stated that there are currently invoices due.

Motion by Janice Baker, seconded by Samantha Belcourt, to approve construction project costs totaling \$550,230.93, and the motion carried unanimously.

Samantha Belcourt stated that many people have asked her about dedications, of which the board was not ready to discuss further.

Discussion returned to the need for lockers in the locker room. Originally, the plan was to have shelving and storage space, but later determined to need lockers. Because the school lockers are in poor shape, Karen Lessard suggested the district purchase new lockers for approximately \$4,000. Karen also said that there is a need to store 'a lot' of furniture' that is in good condition until the addition is complete. If, at that time, it is determined there is no need for it, the furniture will be disposed of. The board agreed to funding \$4,000 for the lockers and \$15,000 for storage with funds from the 17/18 budget previously approved by the board and under-utilized.

### **ADJOURNMENT**

Motion by Samantha Belcourt, seconded by Janice Baker, to adjourn the meeting at 7:08 p.m., and the motion carried unanimously.

The next meeting of the Auburn School Board will be September 11, 2018 at 6:00 p.m. at the Auburn Village School Media Center.

Respectfully submitted.

Rebecca SJ McCarthy,  
Recording Secretary