

AUBURN SCHOOL BOARD MEETING

Remote Meeting
Tuesday July 14, 2020 6:00 P.M.

The Auburn School Board will be holding a *remote* board meeting via ZOOM on Tuesday, July 14, 2020, commencing at 6:00 p.m.

You will be able to listen to the meeting by phone by dialing US: +1 346 248 7799; +1 669 900 6833; +1 253 215 8782; +1 312 626 6799; +1 929 205 6099 ; +1 301 715 8592

Webinar ID: 928 4547 0638

Password: 6034832769

If during the meeting you have any difficulty hearing the members of the School Board, you can call Tech support at 603-624-1814

The agenda for the meeting follows:

CALL TO ORDER

PROOF OF POSTING

PERSONNEL

 Superintendent's Nominations

NEW BUSINESS

 Re-entry to School DRAFT Plan

 Policy AC

 Approval of Minutes

NON-PUBLIC SESSION (if necessary)

ADJOURNMENT

* (Please note: In addition to the items listed on the agenda, the Board may consider other matters not on the posted agenda and they may enter a non-public session or convene in non-meeting session in accordance with RSA 91-A if the need arises)

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the Auburn School Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Zoom for this electronic meeting.¹ All members of the Auburn School Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen by dialing
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b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call 603-624-1814

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

¹ Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.

**AUBURN SCHOOL BOARD MEETING
REMOTE Zoom) MEETING
Tuesday, July 14, 2020 – 6:00 p.m.**

AGENDA

- I. CALL TO ORDER:** Alan Villeneuve, Board Chair
- II. PROOF OF POSTING** – Bill Rearick
- III. PERSONNEL**
 - A. Superintendent’s Nominations*
- IV. NEW BUSINESS**
 - A. Re-entry to School DRAFT Plan
 - B. Policy AC*
 - C. Approval of Board Meeting Minutes of June 9, 2020*
 - D. Approval of Board Retreat Minutes of June 10, 2020*
- V. NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-k) (if necessary)**
- VI. ADJOURNMENT**

The next regularly scheduled Auburn School Board Meeting will be held on Thursday, August 11, 2020 at 6:00 p.m. at the Auburn Village School Media Center, or remotely if necessary.

Please note: In addition to the items listed on the agenda, the Board may consider other matters not on the posted agenda and they may enter a non-public session or convene in non-meeting session in accordance with RSA 91-A if the need arises

**Materials enclosed for Board review prior to meeting*

III.A.

AUBURN SCHOOL BOARD

July 14, 2020

Superintendent's Nominations

Andrea Parker

Speech/Language

Sarah Gott

Health Teacher (60%)

Jennifer Langevin

School Psychologist

AUBURN POLICIES **FIRST READING**

2nd Board Reading Date: 8/11/2020
 1st Board Reading Date: 7/14/2020
 Committee Meeting Date: 7/7/2020

POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	PROPOSAL STATUS	STATUS	COMMITTEE RECOMMENDATIONS
Non-Discrimination Policy Notice NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND DISTRICT ANTI-DISCRIMINATION PLAN	AC		Priority/Required by Law		Changed language to assure abides by law effective August 14, 2020. Title Change.

**AUBURN SCHOOL DISTRICT
NONDISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND DISTRICT ANTI-
DISCRIMINATION PLAN POLICY NOTICE**

Education is a protected civil right in New Hampshire. As such, it is the policy of the School Board that there will be no discrimination on the basis of age, sex, gender, gender identity, race, creed, color, religion, familial status, marital status, sexual orientation, national or ethnic origin, economic status, or disability, or any other classes protected under RSA 354-A, for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District. The District will not discriminate against any student or employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of The Rehabilitation Act of 1973, Title II of The American with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

The Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Complaint and Reporting Procedures

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

- 1. Reports or complaints of sexual harassment or sexual violence by employees or third party contractors should be made under Board policy GBAA;**
- 2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy JBAA;**

3. **Reports or complaints of discrimination on the basis of disability should be made under Board policy ACE, except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy KED; and**
4. **Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK.**

~~The person designated to handle inquiries regarding nondiscrimination policies for the Auburn School District, SAU #15 is:~~

~~Assistant Superintendent of Schools
Auburn School District, SAU #15
90 Farmer Road
Hooksett, NH 03106-2125
(603) 622-3731~~

The Superintendent shall ensure that District and or building personnel are assigned to the positions listed below:

Human Rights [or Non-Discrimination] Officer – Michele Garon, Human Resources Director (90 Farmer Road, Hooksett, NH 03106 622-3731 x18)

Title IX Coordinator – Marge Polak, Assistant Superintendent (90 Farmer Road, Hooksett, NH 622-3731 x12)

504 Coordinator – Lindsay Murray, Assistant Principal (Auburn Village School 11 Eaton Hill Road, Auburn, NH 483-2769 x 1001)

Legal References:

RSA 354-A:6 Opportunity for Employment without Discrimination a Civil Right

RSA 354-A:7 Unlawful Discriminatory Practices, The Age Discrimination in Employment Act of 1967, Title VII of The Americans with Disabilities Act of 1990, Title VII of The Civil Rights Act of 1964 (15 or more employees), RSA 186:11, XXXIII, Discrimination, RSA 275:71, Prohibited Conduct by Employer, ED 306

Adopted: November 8, 1989
Revised: September 10, 1992
Adopted: June 8, 1999
Revised: March 16, 2001
Revised: March 13, 2007
Revised: December 11, 2018
Revised: December 10, 2019

**AUBURN SCHOOL BOARD MEETING
JUNE 9, 2020 AT 6:00 P.M.
REMOTE MEETING VIA ZOOM**

These minutes have not been approved.

Board Chair Alan Villeneuve called the meeting to order at 6:00 p.m. Those attending remotely were Board members Janice Baker, Jason Tyburski, Samantha Belcourt, and Barbara Carpenter (6:04 p.m.). All stated they were alone. Also in attendance was Principal, Lori Collins; Assistant Principal, Lindsay Murray; Director of Student Services, Deena Jensen; Instructional Coach, Cheryl Violette; Technology Director, Bob Strobel; Maintenance Director, Scott Dube (6:07 p.m.); Superintendent William (Bill) Rearick; Assistant Superintendent, Marge Polak; and Business Administrator, Amy Ransom.

PROOF OF POSTING

Superintendent Rearick provided proof of posting.

Alan Villeneuve read 'A Checklist To Ensure Meetings Are Compliant With The Right-to- Know Law During The State Of Emergency'.

All votes taken were poll votes.

MINUTES

Motion by Samantha Belcourt, seconded by Barbara Carpenter, to approved the Board Meeting Minutes on March 9, 2020, April 14, 2020, and May 12, 2020. A poll vote was taken. With all in favor, the motion carried.

PUBLIC INPUT

Bob Strobel opened the meeting up for public input. There was none.

PERSONNEL

Resignation

Motion by Barbara Carpenter, seconded by Samantha Belcourt, to accept the resignations of Timothy Hamilton and Stephanie Fritz. A poll vote was taken. With all in favor, the motion carried.

Superintendent's Nominations

Motion by Samantha Belcourt, seconded by Barbara Carpenter, to accept the Superintendent's nominations of Laura Villeneuve and Lauren Podbelski as presented. A poll vote was taken. With Alan Villeneuve abstaining, all others in favor, the motion carried.

OLD BUSINESS

Renovation Updates

Janice Baker summarized the most recent work on the facility. She stated that they got verbal approval by the state and are now working on securing a letter in order to proceed with a fire suppression system. She said they are implementing and integrating a fire alarm in the middle part of the school which was not renovated. Remaining items to be addressed include doors, doorways, outside of the building, and field drainage. The Board will be updated where they are financially at tomorrow's Retreat. They will also review the list of alternates at that time. Janice stated that they are also looking at a gym floor and hope to get it installed over the summer.

Data Governance Plan Update

Bob Strobel stated that no changes have been made. No action was taken, though the board will be updated annually. Janice Baker asked if there were any new challenges due to remote learning, to which Bob stated that Zoom has signed a privacy agreement for Google Classrooms and feels confident they are following guidelines with remote learning, but security compliance cannot be verified.

Paraprofessional Rate of Pay

Amy Ransom stated that this issue was discussed by the Board previously and that a 2% raise was given to paras. She said there is a wage pool which would allow for all paras to receive an additional \$1.50 increase. Janice Baker requested that a comparison for surrounding towns be done (Hooksett, Candia, Bedford) for competitive comparisons.

Motion by Barbara Carpenter, seconded by Samantha Belcourt, to increase the paraprofessional staff's hourly rate for 20/21 by \$1.50. A poll vote was taken. With all in favor, the motion carried.

Land Sale Update

Alan Villeneuve stated that Joe Falzone signed a Purchase and Sales Agreement, provided a letter of credit, proof of insurance, and has put down a deposit. The sale must be finalized on or before the next election.

NEW BUSINESS

Distance Learning Update

Bill Rearick stated that Lori Collins and her staff are doing a great job at identifying learning gaps and are working on summer learning. Lori stated they are looking at what worked, what didn't and how things can be improved. Alan Villeneuve congratulated Lori and her staff for a unique and successful graduation. Janice stated that Lori's speech was poignant.

Technology Disposal

Bob Strobel provided a list of technology items that are no longer viable. He said any value gained from their disposal would be used toward future purchases.

Motion by Janice Baker, seconded by Barbara Carpenter, to approve the disposal of the Technology Assets as presented. A poll vote was taken. With all in favor, the motion carried.

FINANCIAL

Expenditure Report/Manifest Approvals

Motion by Barbara Carpenter, seconded by Samantha Belcourt, to approve the construction manifest in the amount of \$95,137.50. A poll vote was taken. With all in favor, the motion carried.

Motion by Barbara Carpenter, seconded by Samantha Belcourt, to approve the June 9, 2020 manifest in the amount of \$705,755.03. A poll vote was taken. With all in favor, the motion carried.

Barbara Carpenter asked why DIBELS is being paid for now, to which Marge Polak stated that DIBELS is notorious for billing late in the year.

POLICIES

Second Reading/Adoption JLCF and EH

This was tabled. Policies will return to the committee for review.

Policy DFA-Annual Board Review

The Board reviewed Policy DFA. No action was taken.

Some discussion relative to the fund balance. Amy Ransom explained the drivers for the additional amount at the end of the year included closed purchase orders, cancelled orders, the lack of transportation and special education related services. She said there were also revenue shortfalls, citing the fact that there have been no Medicaid reimbursements.

The Board decided to meet again on July 14, 2020 at 6:00 p.m. at the Auburn Village School Media Center, or remotely, if necessary.

The Board also decided to hold its August 11, 2020 meeting at 6:00 p.m.

Samantha Belcourt gave kudos to Lori Collins and her staff saying she's been hearing great things from the community.

ADJOURNMENT

Motion by Samantha Belcourt, seconded by Barbara Carpenter, to adjourn the meeting at 6:50 p.m.

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

The next meeting of the Auburn School Board will be Tuesday, July 14, 2020 at 6:00 p.m. at the Auburn Village School Media Center, or remotely, if necessary.

Respectfully submitted.

Rebecca SJ McCarthy,
Recording Secretary

**Auburn School Board Retreat Minutes
6/10/20**

Those in attendance: Board Chair, Alan Villeneuve; and board members Janice Baker, Samantha Belcourt, Barbara Carpenter, Jason Tyburski; Superintendent, Bill Rearick; Assistant Superintendent, Marge Polak; Business Administrator, Amy Ransom; and Henry W. Moore School Principal, Becky Wing.

Alan Villeneuve called the retreat to order at 8:00AM and reviewed the day's agenda.

State of the School Presentation:

Lori Collins provided a reflection that addressed highlights and accomplishments of the 2019-2020 school year along with an overview of goals and instructional priorities for 2020-21. School Board goals for the 2020-2021 school year will focus on the priorities put forward.

The Board requested an additional goal at the middle school level to focus on school culture, building leadership capacity within the team, team building, and increasing positive relationships with students. The district will consult with an outside consultant for this work.

Fund Balance and Possible Projects:

The general fund balance is estimated at \$697,600. The administration shared recommendations of projects to address maintenance, safety, curriculum and technology concerns. Projects under consideration:

- New Reading Program K-6 \$130,000
- Devices: K-1; Gr6 (Tablets/Chromebooks) \$57,420
- Paving Front Parking Lot \$60,877
- Electronic Sign \$12,000
- Stair Tread Replacement/Abatement \$5,750
- Gym Painting \$16,900
- 2nd Floor Sprinkler Antifreeze Removal \$4,000
- Baseboard Heat Replacement \$22,000
- Flushometer Replacement \$2,700
- Bottle Filling Station \$2,050
- Universal & Hazardous Waste Pick-Up \$1,500

Janice Baker motioned, seconded by Barbara Carpenter to expend funds on the projects listed above.

Construction Update:

Alan and Janice provided a status update on the building project. The Board discussed priority projects to be completed with the funds remaining in the construction project.

2020/2021 School Year:

Bill Rearick provided an update on planning for reopening in the Fall 2020. The Auburn Village School Reentry Committee is reviewing scenarios and planning for multiple options based on health guidelines available at this time. A formal presentation to the Board will take place at the July 14, 2020.

Training and work sessions will be available to teachers in the areas of curriculum, technology, online learning, and student engagement. The Board suggested the use of consultants to support this work as necessary.

Respectfully Submitted,
Marge Polak, Assistant Superintendent