

# AUBURN SCHOOL BOARD MEETING

Remote Meeting  
Tuesday July 28, 2020 6:00 P.M.

The Auburn School Board will be holding a *remote* board meeting via ZOOM on Tuesday, July 28, 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: 974 1836 5464

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

OLD BUSINESS

Re-entry to School DRAFT Plan

Policy AC

NEW BUSINESS

Approval of Minutes

School Calendar

MANIFEST APPROVAL

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.<sup>1</sup> 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  
+1 346 248 7799; +1 669 900 6833; +1 253 215 8782; +1 312 626 6799; +1 929 205 6099; +1 301 715 8592  
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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.

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<sup>1</sup> 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 28, 2020 – 6:00 p.m.**

**AGENDA**

- I. CALL TO ORDER:** Alan Villeneuve, Board Chair
- II. PROOF OF POSTING** – Bill Rearick
- III. OLD BUSINESS**
  - A. Re-entry to School Plan - Discussion
  - B. 2<sup>nd</sup> Reading/Adoption - Policy AC\*
- IV.**
  - A. Approval of Board Meeting Minutes of July 14, 2020\*
  - B. School Calendar
- V. FINANCE**
  - A. Manifest Approval (if necessary)
- VI. NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-k)** (if necessary)
- VII. 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*

**AUBURN POLICIES    \*\*SECOND READING\*\***

2nd Board Reading Date:        7/28/2020  
 1st Board Reading Date:        7/14/2020  
 Committee Meeting Date:        7/7/2020

POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	PROPOSAL STATUS	STATUS	Changes After 1st Reading
<del>Non-Discrimination Policy Notice</del> <b>NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND DISTRICT ANTI-DISCRIMINATION PLAN</b>	AC		Priority/Required by Law		Addition of two paragraphs from NHSBA suggested policy

**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.

#### Alternative Complaint Procedures and Legal Remedies

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights (“OCR”), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8<sup>th</sup> Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)  
*Note:* Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.
2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: [humanrights@nh.gov](mailto:humanrights@nh.gov)

Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

#### Retaliation Prohibited

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information.

~~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  
JULY 14, 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 6:02 p.m. Those attending remotely were Board members Janice Baker, Jason Tyburski, Samantha Belcourt, and Barbara Carpenter. 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; 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.**

**PERSONNEL**

Lori Collins gave a brief summary of each candidate.

Motion by Samantha Belcourt, seconded by Barbara Carpenter, to approve the nominations of Andrea Parker, Sarah Gott, and Jennifer Langevin as presented. A poll vote was taken. With all in favor, the motion carried.

**NEW BUSINESS**

**Re-Entry to School Draft Plan**

Bill Rearick gave an overview of the Re-Entry to School Draft Plan. He outlined three possible scenarios, saying the two driving factors were the safety of the students and for getting as many students as possible to school in person. Lori Collins added to the overview of the plan. A copy of the draft will be available within the week. Both Bill and Lori stated that there is still much more to do with the plan, and that it will continue to be ongoing as more guidance comes from state and federal officials. Lori stated that she would like to add additional days for teacher training. On the suggestion by Janice Baker, administrators will map out what additional training hours will be needed and will come to the board with that information at their next meeting. Alan Villeneuve asked if administration is ready to make a recommendation, to which Bill Rearick stated that based on the Governor's statements made today, it looks like students will return to classes using social distancing, but that is subject to change. The Board will meet again on Tuesday, July 28 to revisit the draft plan.

Discussion ensued relative to adding a .50 kindergarten teacher.

Motion by Janice Baker, seconded by Barbara Carpenter to hire a .50 kindergarten teacher. Some discussion ensued.

Motion by Janice Baker, seconded by Samantha Belcourt, to amend the motion to 'hire an additional kindergarten teacher for up to \$58,000 a year'.

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

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

Janice Baker asked administration to find out what the high school bus ridership is.

Alan Villeneuve asked what administrators' thoughts were on a school start date to accommodate possible additional teacher training, to which Bill Rearick stated they need to identify what needs to be done to figure out a timeframe. Alan Villeneuve thanked all Re-Entry Committee members.

**Policy AC**

Barbara Carpenter explained that change in the law must be addressed in the district's policy.



Motion by Samantha Belcourt, seconded by Janice Baker, to approve the first reading of Policy AC as presented, with additional language to be added. A poll vote was taken. With all in favor, the motion carried.

**Approval of Board Meeting Minutes of June 9, 2020**

Motion by Samantha Belcourt, seconded by Barbara Carpenter, to approve the meeting minutes of June 9, 2020. A poll vote was taken. With all in favor, the motion carried.

**Approval of Board Retreat Minutes of June 10, 2020**

Motion by Samantha Belcourt, seconded by Jason Tyburski, to approve the retreat meeting minutes of June 10, 2020 with the following amendment: End the list of attendees with Barbara Carpenter and delete the reference to Becky Wing being in attendance. A poll vote was taken. With all in favor, the motion carried.

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

Not necessary.

**ADJOURNMENT**

Motion by Samantha Belcourt, seconded by Barbara Carpenter, to adjourn the meeting at 7:47 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 28, 2020 at 6:00 p.m. at the Auburn Village School Media Center, or remotely, if necessary.

Respectfully submitted.

Rebecca SJ McCarthy,  
Recording Secretary