

SAU #15 Board Meeting
Wednesday, November 16, 2016 - 6:30 p.m.
David R. Cawley Middle School Media Center

These minutes have been approved.

CALL TO ORDER

Board Chair, Mark Comeau, called the SAU Board meeting to order at 6:30 p.m. Those in attendance were Board members, Amy Boilard, Mike Berry, Lindsey Laliberte, Phil Denbow, Maureen Murgo, Alan Villeneuve, Keith Leclair, Samantha Belcourt, Karyn Yeatman, Kim Royer, Matt Woodrow, and Nicole LaFlamme (6:35 p.m.); Superintendent, Charles P. (Phil) Littlefield; Assistant Superintendent, Marge Polak; and Business Administrator, Karen Lessard.

Mark Comeau led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Dr. Littlefield provided proof of posting.

Mark Comeau asked that those present introduce themselves.

Mark Comeau opened the Public Hearing on the 2017-2018 budget and asked if there was any discussion. There was none.

APPROVAL OF MINUTES

A motion by Amy Boilard, seconded by Phil Denbow, to approve the minutes for the SAU Board meeting on October 12, 2016. With Lindsey Laliberte abstaining, all others in favor, the motion carried in the affirmative. Motion by Amy Boilard, seconded by Karyn Yeatman, to approve the non-public minutes of October 12, 2016 minutes, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

There was no participation.

NEW BUSINESS

Teacher Evaluation Presentation

Matt Benson, Principal of Cawley Middle School, began a presentation of the Teacher Evaluation System that has been piloted for the past year. Several committee members presented as well, describing different aspects of their charge and the process which has fleshed out hot topics to guide them into year two of the pilot.

Kim Royer applauded the committee for recognizing what wasn't working and addressing those issues. Mark Comeau asked how the committee projected numbers, to which Annie Kelly said it begins with NWEA history, then teachers meet to determine if projected growth is met. Lindsey Laliberte asked if these numbers were based on the whole school, to which Annie said they are. Nicole LaFlamme said it was an important tool and asked where teachers fell in the final performance level. Matt could only speak for Cawley, but said most teachers fell in the Proficient area. Dr. Littlefield stated the same was true in Auburn and Candia. Discussion ensued relative to walk-throughs, teacher observations, and feedback. Asked by Amy Boilard if Smarter Balanced data is used, Matt Benson said the committee hasn't determined whether or not to use it yet as it is relatively new information. Matt Woodrow asked if the same administrators are doing the observations. Matt Benson stated that for logistical reasons that determination is done at the building level. All narratives from the observations go into the My Learn Plan.

Succession Plan Representatives

Motion by Maureen Murgo, seconded by Karyn Yeatman, to establish an SAU #15 Succession Transition Team, and the motion carried unanimously. The team will be comprised of: Auburn-Maureen Murgo and Samantha Belcourt Candia-Becky Cronk and Karyn Yeatman Hooksett-Lindsey Laliberte and Phil Denbow. An initial meeting will be set up with the committee and Dr. Littlefield. The committee will come up with a process in which a new Superintendent would be chosen.

Alan Villeneuve asked if Dr. Littlefield has submitted his resignation, to which Dr. Littlefield stated that he is under contract and that he is done when the contract expires.

Policy DFA

Motion by Amy Boilard, seconded by Maureen Murgo, to adopt Policy DFA as presented as a second reading, and the motion carried unanimously.

Sub-Committee Meetings

Dr. Littlefield reminded the Board members that each time a Board Sub-committee meets, it must be posted and minutes must be taken.

Expenditure Report

The expenditure report was reviewed.

Budget Adjustments

None.

Motion by Nicole LaFlamme, seconded by Phil Denbow to seal, in perpetuity, the non-public meeting minutes of October 12, which were approved earlier in the meeting, and the motion carried unanimously.

Mark Comeau closed the Public Hearing at 6:34 p.m.

Motion by Mike Berry, seconded by Lindsey Laliberte, to approve the proposed budget in the amount of 1,192,618.71. Discussion ensued relative to the budget.

Alan Villeneuve asked about the Staff Development Workshop line. Marge Polak stated that it is actually Professional Development, and that the funds are used to support teacher evaluations.

Alan Villeneuve asked Karen Lessard if the plan is still to get new auditors, to which Karen said it will go out to bid and that will determine which auditors will be used in the future.

Alan Villeneuve asked about the Contracted Services line, to which Karen said it is for evaluation for retirees that are on the health plan.

Alan Villeneuve asked why there is an increase in Informational Access Fees, to which Karen stated it is for Applitracker and AESOP.

Alan Villeneuve asked who replaced retired Administrative Assistant to the Superintendent, Cathy Richard. Dr. Littlefield stated that though Cathy worked 32.5 hours, the position was budgeted as a 40 hour position, and Becki McCarthy has assumed that position. Asked if anyone replaced Becki as the Administrative Assistant to the Assistant Superintendent, Dr. Littlefield stated that it has been filled, and is also budgeted, as a 40 hour position.

Alan Villeneuve asked how many computers are at the SAU and what the turn-over is on them. Karen Lessard stated that there are 10 and they are expected to be replaced every 4-5 years.

Alan Villeneuve asked what the budget reduction was for. Karen stated it was in Business Software. Discussion ensued relative to fund balance and how it is determined.

Alan Villeneuve asked where valuation numbers come from, Karen Lessard stated they originate from the DRA and are on the DOE website.

NON PUBLIC SESSION

At 7:46 p.m., motion by Mike Berry, seconded by Karyn Yeatman, to enter into non-public session RSA 91-A:3 Section II c. A roll call vote was taken. With all in favor, the motion carried in the affirmative.

The Board reconvened into a public session at 8:00 p.m.

Motion by Nicole LaFlamme, seconded by Phil Denbow, to seal the non-public minutes, and the motion carried unanimously.

Motion by Mike Berry, seconded by Lindsey Laliberte, to amend the motion to approve the budget in the amount of \$1,185,561.03, and the motion carried unanimously.

Motion by Mike Berry, seconded by Lindsey Laliberte, to approve the proposed budget in the amount of \$1,185,561.03, and the motion carried unanimously.

Samantha Belcourt asked that SAU Collaboration be on each SAU Board Meeting Agenda.

INFORMATIONAL ITEMS AND CORRESPONDENCE

ADJOURNMENT

Motion by Alan Villeneuve, seconded by Amy Boilard, to adjourn at 8:04 p.m., and the motion carried unanimously.

The next regularly scheduled SAU #15 School Board Meeting will be Wednesday, February 15, 2017 at 6:30 p.m. at the Auburn Village School Media Center.

Respectfully submitted,

Rebecca SJ McCarthy
Recording Secretary