

**CANDIA SCHOOL BOARD MEETING  
THURSDAY, DECEMBER 6, 2017 AT 6:00 P.M.  
HENRY W. MOORE SCHOOL MEDIA CENTER**

**These minutes have been approved.**

Matt Woodrow, Chair, called the meeting to order at 6:00 p.m. Those in attendance were Board members Dana Buckley, Kim Royer, and Stephanie Helmig; Principal, Dr. Robert St. Cyr; Assistant Principal, Michelle Lavallee; Director of Student Services, Kathryn Duncan; Technology Director, Dan Roma; Superintendent, Charles P. (Phil) Littlefield; Assistant Superintendent, Marge Polak, and Business Administrator, Karen Lessard.

Michelle Lavallee introduced Emma Cantalupo who led the attendees in the Pledge of Allegiance.

**PROOF OF POSTING**

Dr. Littlefield provided proof of posting.

**PINKERTON ACADEMY LIAISON** Elizabeth Nerney updated the Board with Pinkerton activities that included the following:

- Nominations for National Honor Society (Elizabeth being the only Junior accepted)
- FMLA canned food drive
- 'Pinkerton's Got Talent'
- Production of Peter and the Starcatcher
- Instrumental Holiday Concert
- Rockapella

**CANDIA WOMEN'S CLUB SCHOLARSHIP PRESENTATION**

Ann Tierno of the Candia Women's Club presented the winner of the New York City Essay Contest, Emma Canalupo, with a scholarship for the 8<sup>th</sup> grade field trip. The essay can be seen on the Women's Club website.

**LEVEL UP PRESENTATION**

Judi Lindsey introduced Ava Vallee-Martel, Logan Marshall, Sophie Ragas, and Landon Amiot, who participated in the Level Up program, connecting Henry W. Moore students with students in Ghana. This program uses STEM and STEAM programs. It ran for 4-5 weeks, incorporating Creativity, Communication, Critical Thinking, and Collaboration.

**APPROVAL OF MINUTES**

The Board reviewed the minutes. Kim Royer stated that she felt the budget workshop minutes were too brief and would like to address why the board make the adjustments they made to the proposed budgets. Motion by Matt Woodrow, seconded by Dana Buckley, to accept the minutes of the Candia School Board Meeting on November 2, 2017, and the motion carried unanimously.

Motion by Matt Woodrow, seconded by Stephanie Helmig, to accept the minutes of the Candia School Board Budget Workshop on November 1, 2017, changing the title from Leadership Seminar to Budget Workshop, and the motion carried unanimously.

Motion by Matt Woodrow, seconded by Dana Buckley, to accept the minutes of the Candia School Board Workshop, on November 2, 2017, changing the title from Leadership Seminar to Budget Workshop, and the motion carried unanimously.

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

Resident Todd Keating stated his disappointment in the board for not approving the addition of a Spanish teacher in the proposed budget. He said Candia residents have been clear on being in favor of such a position, and that is the one thing that the Candia students are behind in when entering high school.

**UPDATES FROM DR. CHARLES P. LITTLEFIELD, SUPERINTENDENT OF SAU #15**

Dr. Littlefield stated that he attended Pinkerton's Headmaster's Meeting and will update the Board with the new tuition rate later in the budget portion of the meeting.

## **REPORTS**

### **Reports of Administrators**

Administrator Reports were reviewed.

Stephanie Helmig asked Bob St. Cyr if the Tech Team meetings were still in progress, to which he stated they are. Bob explained the 'walkthrough' protocol after Stephanie asked for clarification. Stephanie asked Michelle Lavallee who the 504 Coordinator is, to which Michelle stated that she oversees 504's for K-12. Kathryn Duncan oversees the special education student body from Pre-K through 21 years of age. With regard to the 'share table', Stephanie asked if there are any kids in need of food. Bob said there are not.

## **OLD BUSINESS**

### **Goals**

Goals were reviewed. Dr. Littlefield stated that the goals are detailed in the Administrator's reports.

### **Approval of 18/19 Budget**

Matt Woodrow stated that in light of new information regarding the policy database through the New Hampshire School Boards Association (NHSBA), he would like to add what was previously cut from the budget to allow for those services. Discussion ensued. Kim Royer stated that funds should be put aside for attorney fees to review policies. Dr. Littlefield stated that if the NHSBA policy database was not available, there would have to be someone to monitor legislation and determine how legislature passed affects existing policies. Any new policies would have to be vetted, then should be reviewed by legal counsel. Currently, the district attorney fees are \$250 an hour. Kim Royer stated that after Dr. Littlefield has retired, there is no way of assuring the new Superintendent will have the knowledge of NH laws as they apply to existing policies. Candia has been using NHSBA for years and it has worked well. Dana Buckley stated that most policies are mundane. There are hundreds. There is no need to run them by an attorney. NHSBA is a lobbying corporation and they use funds to undermined parental rights. Matt Woodrow stated that he has concerns with the need for additional dedicated administrative needs should they choose to not contract with NHSBA. Though there are some unappealing aspects, he felt he must show support of the SAU and of the service NHSBA provides.

Motion by Matt Woodrow, seconded by Kim Royer, to fund \$3,050 in line 2310, for the purpose of purchasing the policy services provided by the New Hampshire School Boards Association. With Dana Buckley voting no, all others in favor, the motion carried in the affirmative.

Stephanie Helmig stated that the new proposed budget showed a \$530,000 increase. Matt Woodrow stated because of an increase in budget but a decrease in enrollment, adding a Spanish position would take away from core instruction. Kim Royer stated that, the entire board wanted a Spanish position, but that they have to do what is fiscally right for the town. Dana Buckley said filling only two of the four open positions was a relatively painless way to decrease the budget. Stephanie Helmig verified with Karen Lessard that only 3.7% of the budget is not contracted (buses, teacher contracts, tuition). Dr. Littlefield stated that the Pinkerton tuition rate showed a less-than-expected increase of 1.7%. Tuition for the 18/19 school year will be \$12,066. This will be factored into the final proposed budget. Karen asked the board if they would consider entering into a 5-year transportation agreement.

Motion by Matt Woodrow, seconded by Kim Royer, to approve the proposed new transportation contract with STS as presented, and the motion carried unanimously. This will be factored into the final proposed budget.

Motion by Stephanie Helmig, seconded by Matt Woodrow, to approved the proposed 18/19 Candia School District budget of 8,653,229.33, and the motion carried unanimously.

### **Transition Team/Superintendent Search**

Kim Royer stated that the committee is moving forward and will begin interviewing next week. The posting closes on December 8. She said the committee will know more after the interviews begin and will decide on the next steps.

## **NEW BUSINESS**

### **Science Standards**

Marge Polak stated that Science Consultant, Chris Harper, Curriculum Coordinator, Cheryl St. Pierre, and teachers Julie Brassard, and Mary Pacheco, collaborated on this presentation showing expectations by grade level. Both K-5 and 6-8 are currently piloting two different programs. Marge gave the timeline of science standards and each of the board members participated in an experiential learning activity.

**2018-2019 Programmatic Overview (Part 1)**

Dr. St. Cyr gave a short presentation of the comparisons of staffing for the 17/18 and 18/19 school years. There are currently 29 certified teaching staff members. There will be 27 certified teaching staff members in the 18/19 school year.

Bob will present Part 2 at the April 5 meeting.

**Deliberative Session Dates**

Deliberative Session Dates were reviewed. Stephanie Helmig asked why they are no longer held on a Saturday, to which Dr. Littlefield stated that in the past, 'piggybacking' with the town portion ran into time issues, and the board decided to change to a different day.

Deliberative Session #1 will be held on Thursday, February 8, 2018 at 6:00 p.m. The snow date is Saturday, February 10, 2018 at 9:00 a.m.

**Review of Draft 18/19 Calendar**

Dr. Littlefield stated that the calendar is based exactly on the 17/18 calendar. He commended the district for using a daily calendar which maximizes instruction for the students. The calendar has been distributed to the CEA representatives and will be on the next agenda for approval.

**Transportation Contract**

This item was discussed and voted on under the 'Approval of 18/19 Budget' section of this meeting.

**Budget Committee Questions**

Dr. Littlefield stated that he and Karen Lessard are prepared to answer budget committee questions at the December 7 meeting.

**POLICY REVIEW**

**2<sup>nd</sup> Reading/Adoption**

Motion by Dana Buckley, seconded by Kim Royer, to approve Policies GBCD, IJOC, IGE, BEDB, BEDG, and BEDG-R as presented, and the motion carried unanimously.

**1<sup>st</sup> Reading/Review**

Motion by Dana Buckley, seconded by Kim Royer, to approve the first reading of Policies EBCA, IHAK, IHAM, and IHAM-R, and the motion carried unanimously.

Motion by Dana Buckley, seconded by Kim Royer, to eliminate Policies IHCD/LEB, and EH; IHCD/LEB is relative only to districts with a high school, and EH is redundant to approved Policy BEDG, and the motion carried unanimously.

**FINANCE/OPERATIONS**

**Review of Expenditure Manifest and Action Relating Thereto**

Motion by Matt Woodrow, seconded by Stephanie Helmig, to move the December 6, 2017 manifest in the amount of \$513,560.24, and the motion carried unanimously.

**Budget Adjustments**

The budget adjustments were reviewed.

Motion by Matt Woodrow, seconded by Kim Royer, to approve the budget adjustments as presented, and the motion carried unanimously.

**Revenue Report**

The revenue report was in the packet for review.

**PERSONNEL (if necessary)**

Motion by Matt Woodrow, seconded by Dana Buckley, to approve the Co-Curricular nominations as presented, and the motion carried unanimously.

**NON-PUBLIC SESSION RSA 91-A: 3 Sections II (if needed)**

No need.

**INFORMATIONAL ITEMS AND CORRESPONDENCE**

**NEXT / UPCOMING AGENDA ITEMS**

Agenda Format

February 1 Warrant Article Assignments

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

Resident Todd Keating stated that he felt the board was just using excuses for not approving a budget that included a Spanish teacher position. He said other towns make it happen and that the district is not moving forward, no big ideas are coming, and that it is disappointing.

**ADJOURNMENT**

Motion by Dana Buckley, seconded by Matt Woodrow to adjourn the meeting at 8:38 p.m., and the motion carried unanimously.

There will be a public hearing on the budget on December 14, 2017 at 7:00 p.m. at the Town Hall.

The next regularly scheduled Candia School Board Meeting will be held Thursday, January 4, 2017 at 6:00 p.m. at the Henry W. Moore School Media Center.

Respectfully submitted,

Rebecca SJ McCarthy  
Recording Secretary